



Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES SYSTEM - ADMINISTRATION**  
 Diliman, Quezon City  
 ANNUAL PROCUREMENT PLAN 2014

Page 1 of 2

|    | UNIT  | GOODS        | INFRASTRUCTURE | PROFESSIONAL SERVICES | TOTAL PER UNIT |
|----|---|--------------|----------------|-----------------------|----------------|
| 1  | Office of the President                                   | 1,470,751.78 | 0              | 0 PHP                 | 1,470,751.78   |
| 2  | Office of the Vice President for Academic Affairs         | 177,568.29   | 0              | 0 PHP                 | 177,568.29     |
| 3  | Office of the Vice President for Administration           | 303,668.09   | 0              | 0 PHP                 | 303,668.09     |
| 4  | Office of the Vice President for Development              | 2,900,000.00 | 27,000,000.00  | 3,000,000.00 PHP      | 32,900,000.00  |
| 5  | Office of the Vice President for Planning and Finance     | 117,737.97   | 0              | 0 PHP                 | 117,737.97     |
| 7  | Office of the Vice President for Public Affairs           | 816,285.37   | 0              | 210,000.00 PHP        | 1,026,285.37   |
| 6  | Office of the Vice President for Legal Affairs            | 547,550.00   | 0              | 0 PHP                 | 547,550.00     |
| 8  | Office of the Secretary of the University                 | 519,325.09   | 0              | 0 PHP                 | 519,325.09     |
|    | Office of the Faculty, Staff & Student Regent             | 59,126.49    |                |                       |                |
| 9  | Office of Admissions (OA)                                 | 7,569,204.25 | 16,050,000.00  | 0 PHP                 | 23,619,204.25  |
| 10 | Office of Alumni Relation (OAR)                           | 3,483,828.75 | 0              | 0 PHP                 | 3,483,828.75   |
| 11 | Office of the International Linkages (OIL)                | 627,196.08   | 0              | 0 PHP                 | 627,196.08     |
| 12 | University Center for Integrative & Dev't Studies (UCIDS) | 950,784.20   | 0              | 0 PHP                 | 950,784.20     |
| 13 | Center for Women's Studies (CWS)                          | 277,971.82   | 0              | 0 PHP                 | 277,971.82     |
| 14 | UP System Information Office (SIO)                        | 3,011,737.06 | 0              | 294,666.70 PHP        | 3,306,403.76   |

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|                    |  |                |              |               |            |                       |
|--------------------|--|----------------|--------------|---------------|------------|-----------------------|
| 15                 | UP Press   | 6,180,898.00   | 1,925,000.00 | 0             | PHP        | 8,105,898.00          |
| 16                 | Philippine Genome Centre (PGC)                               | 83,430,753.00  | 0            | 0             | PHP        | 83,430,753.00         |
| 17                 | Office of Design and Planning<br>Inniatives (ODPI)           | 1,161,399.37   | 0            | 0             | PHP        | 1,161,399.37          |
| 18                 | Technology Transfer & Business<br>Development Office (TTBDO) | 793,519.75     | 0            | 0             | PHP        | 793,519.75            |
| 19                 | Information Technology and<br>Development Center (ITDC)      | 278,157,312.55 | 0            | 7,135,000.00  | PHP        | 285,292,312.55        |
| 20                 | eUP Project  | 235,237,342.55 | 0            | 32,567,586.00 | PHP        | 267,804,928.55        |
|                    | Padayon  | 55,000.00      | 0            | 0.00          | PHP        | 55,000.00             |
| 21                 | UP System Budget Office (UPS<br>Budget)                      | 1,857,286.36   | 0            | 0             | PHP        | 1,857,286.36          |
| 22                 | UP System Accounting Office (UPS<br>ACCTG)                   | 314,782.73     | 0            | 0             | PHP        | 314,782.73            |
| 23                 | UP System Cash Office (UP Cash)                              | 134,417.00     | 0            | 0             | PHP        | 134,417.00            |
| 24                 | UP System Supply & Property<br>Management Office (SPMO)      | 300,000.00     | 0            | 0             | PHP        | 300,000.00            |
| <b>GRAND TOTAL</b> |  |                |              |               | <b>PHP</b> | <b>718,578,572.76</b> |

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the supplies ,equipment and materials has been included in or is within our approved budget for the year.

Prepared by:

  
**ISAGANI L. BAGUS**

Acting Chief, Supply & Property Management Office  
 Head Bids & Awards Committee Secretariat  
 UP System

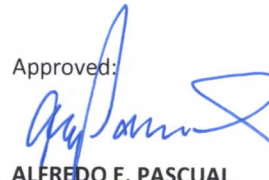
Recommending Approval:



**NESTOR O. RANESES**

Assist. Vice President for Administration  
 Chairman, Bids & Awards Committee  
 UP System

Approved:



**ALFREDO E. PASCUAL**

President  
 Head of Procuring Entity  
 University of the Philippines



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DBM - OFFICE OF PROCUREMENT MANAGEMENT PLAN CY 2014

| Program / Activity / Project                                 | Type | Implementation Period | Quantity / Size | Estimated Budget      | Procurement Method | Target Date | (Brief Description of Program/ Project) |
|--|------|-----------------------|-----------------|-----------------------|--------------------|-------------|---|
| Other office supplies (printer, ink, document folders, etc.) |      | Aug - Dec 2014        |                 | PHP 27,000.00         | shopping           |             |   |
| maintenance of 2 OP vehicles -T. Grandia and T. FX (P6k x 2) |      | Sept - Dec 2014       |                 | PHP 12,000.00         |                    |             |   |
| Motor batteries (P12k)                                       |      | Aug - Dec 2014        |                 | PHP 12,000.00         |                    |             |   |
| tires (P24k + P16k, resp.)                                   |      |                       |                 | PHP 40,000.00         |                    |             |   |
| Gas, motor oil (P22.5k + P15k resp)                          |      | Aug - Dec 2014        |                 | PHP 37,500.00         |                    |             |   |
| Contingency for emergency repairs, etc.                      |      | Aug - Dec 2014        |                 | PHP 30,000.00         |                    |             |   |
| 2014 Christmas tokens and other related items                |      | Aug - Dec 2014        |                 | PHP 500,000.00        |                    |             |   |
| mailing of Christmas cards                                   |      | Aug - Dec 2014        |                 | PHP 13,500.00         |                    |             |   |
| Social events to be hosted by the President                  |      | Aug - Dec 2014        |                 | PHP 90,000.00         |                    |             |   |
| Miscellaneous expenses c/o Carmencita Loyola                 |      |                       |                 | PHP 80,000.00         |                    |             |   |
| c/o Nanette Jacinto  |      | Aug - Dec 2014        |                 | PHP 50,000.00         |                    |             |   |
| <b>TOTAL PROGRAM</b>   |      |                       |                 | <b>PHP 892,000.00</b> |                    |             |   |

Prepared by:

*Nanette P. Jacinto*  
NANETTE P. JACINTO  
Administrative Officer

Approved by:

*Alfredo E. Pascual*  
ALFREDO E. PASCUAL  
President

15 AUG 2014

|                      |             |
|----------------------|-------------|
| UP SYSTEM S.P.M.O.   |             |
| Diliman, Quezon City |             |
| RECEIVED             |             |
| Ref. No.             | _____       |
| Date:                | AUG 18 2014 |
| Time:                | 9:09 am     |
| By:                  | elmer       |

**ANNUAL PROCUREMENT PLAN FOR 2014**  
For Common-Use Supplies and Equipment

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
  - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
  - Surigao Del Norte - Surigao Del Norte
  - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](http://philgeps.gov.ph) and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by e-mail if the submission is incorrect.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at [app@procurement-service.org](mailto:app@procurement-service.org) or at [app.psd@dbm.gov.ph](mailto:app.psd@dbm.gov.ph).
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: Office of the President

Region: \_\_\_\_\_

Address: 2nd Floor Quezon Hall, University of the Philippines, Diliman, Quezon City

Contact Person: Nanette P. Jacinto

Position: Administrative Officer

E-mail : [op@up.edu.ph](mailto:op@up.edu.ph)

Telephone/Mobile Nos: 9280110

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    | ** PS Price | TOTAL           |       |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-------------|-----------------|-------|
|   |                 | Jan                  | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total       | Catalogue as of | AMOUN |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES                          |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |             |                 |       |
| COMMON ELECTRICAL SUPPLIES  |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |             |                 |       |
| 1. BALLAST, 18 watts  | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 67.77           |       |
| 2. BALLAST, 36 watts  | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     |    |             | 72.10           |       |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet                        | packet          |                      |     |       | 0  |       |     |      | 0  |      | 5   |      | 5  |     | 5   |     | 5  | 10          | 20.42           | 204.  |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet                       | packet          |                      |     |       | 0  |       |     |      | 0  |      | 5   |      | 5  |     | 5   |     | 5  | 10          | 15.31           | 153.  |
| 5. BATTERY, size D, alkaline, 2 pcs./packet                         | packet          |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |     |     |     | 0  | 0           | 76.00           |       |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W                            | set             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 316.68          |       |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W                            | set             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 369.46          |       |
| 8. FLUORESCENT LAMP, tubular, 18 watts                              | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 35.89           |       |
| 9. FLUORESCENT LAMP, tubular, 36 watts                              | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 36.95           |       |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts                             | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 102.29          |       |
| 11. FUSE, 30 amperes  | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 12.67           |       |
| 12. FUSE, 60 amperes  | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 25.33           |       |
| 13. STARTER, 4-40 watts   | piece           |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 3.55            |       |
| 14. TAPE, electrical  | roll            |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 19.53           |       |
|   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |             |                 |       |
| COMMON COMPUTER SUPPLIES/CONSUMABLES                                |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |             |                 |       |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box  | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 452.32          |       |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 686.14          |       |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box    | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 525.48          |       |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box   | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 847.12          |       |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box     | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 422.05          |       |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box    | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 661.55          |       |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 9-1/2", 250 sets/box     | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 329.66          |       |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box    | box             |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0           | 524.63          |       |

Encoded by: *trnma*

AUG 18 2014

*am*

|   |       |  |  |  |  |  |  |  |  |   |  |   |  |  |   |  |   |    |          |          |
|---|-------|--|--|--|--|--|--|--|--|---|--|---|--|--|---|--|---|----|----------|----------|
| 9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time  | piece |  |  |  |  |  |  |  |  | 6 |  | 6 |  |  | 6 |  | 6 | 12 | 9.66     | 115.95   |
| 10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed   | piece |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 16.31    | -        |
| 11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure  | piece |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 55.61    | -        |
| 12. DRUM UNIT, Brother DR3000   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 8,608.52 | -        |
| 13. DRUM UNIT, Brother DR7000   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 8,018.40 | -        |
| 14. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSX 10.4 or above, with USB 3.0 cable and product guide.   | piece |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 3,966.94 | -        |
| 15. EXTERNAL HARD DRIVE, 500GB, 2.5" HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSX 10.4 or above, with USB 3.0 cable and product guide   | piece |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 2,700.22 | -        |
| 16. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 9.87     | -        |
| 17. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 20.22    | -        |
| 18. FLASH DRIVE, 16GB, USB 2.0, plug and play   | piece |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 511.97   | 3,071.80 |
| 19. INK CARTRIDGE, Canon Part No. CL-811, colored   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 974.32   | -        |
| 20. INK CARTRIDGE, Canon Part No. PG-810, colored   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 731.00   | -        |
| 21. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218 | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,330.06 | -        |
| 22. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,256.16 | -        |
| 23. INK CARTRIDGE, HP C1823DA (HP 23), tri-color, for HP Deskjet 710c, 720c, 810c, 830c, 880c, 890c, 895cxi, 1120c, 1125c HP Officejet Pro 1170c, 1175c, r45, r65, t45, t65 All-in-One HP PSC 500 All-in-One  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,625.62 | -        |
| 24. INK CARTRIDGE, HP C6625A (HP 17), tri-color, for HP Deskjet 840c, 845c  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,367.00 | -        |
| 25. INK CARTRIDGE, HP C6578A/D (HP 78), tri-color, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,477.84 | -        |
| 26. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,393.39 | -        |
| 27. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 2600+ printer series, HP Colour Printer c47200 series  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,451.45 | -        |
| 28. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 812.81   | -        |
| 29. INK CARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 903.59   | -        |
| 30. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 886.70   | -        |
| 31. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510, Photosmart All-in-One, HP Photosmart 7150, 7260, 7268, 7450, 7550, 7660, 7760, 7860  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 1,477.84 | -        |
| 32. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 636.53   | -        |
| 33. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402   | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 733.64   | -        |
| 34. INK CARTRIDGE, HP C8765WA (HP 94), black, 11 mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One  | cart  |  |  |  |  |  |  |  |  |   |  | 0 |  |  |   |  | 0 | 0  | 897.26   | -        |







|  |      |  |  |  |   |  |  |  |   |  |  |  |   |   |          |   |
|--|------|--|--|--|---|--|--|--|---|--|--|--|---|---|----------|---|
| 59. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 399.63   | - |
| 60. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 432.80   | - |
| 61. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One           | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 432.80   | - |
| 62. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 432.80   | - |
| 63. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 432.80   | - |
| 64. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml, for HP Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 2575, 2610, 2710 All-in-One, HP PSC 1610, 2355 All-in-One                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,488.40 | - |
| 65. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml, HP Deskjet D4160, HP Photosmart D5160, 8030, HP Photosmart C4180, 2575 All-in-One  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 744.20   | - |
| 66. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One                                     | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,007.04 | - |
| 67. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One                                   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,007.04 | - |
| 68. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One                                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,007.04 | - |
| 69. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One                                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,488.40 | - |
| 70. INK CARTRIDGE, HP CB316WA( HP 564), black, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 483.46   | - |
| 71. INK CARTRIDGE, HP CB317WA(HP 564), photo, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 404.29   | - |
| 72. INK CARTRIDGE, HP CB318WA(HP 564), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 404.29   | - |
| 73. INK CARTRIDGE, HP CB319WA(HP 564), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 404.29   | - |
| 74. INK CARTRIDGE, HP CB320WA ( HP 564), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 404.29   | - |
| 75. INK CARTRIDGE, HP CB323WA(HP 564XL), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 803.31   | - |
| 76. INK CARTRIDGE, HP CB324WA(564XL), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 803.31   | - |
| 77. INK CARTRIDGE, HP CB325WA(564XL), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 803.31   | - |
| 78. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One                           | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 649.84   | - |
| 79. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One                          | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,345.89 | - |
| 80. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One                          | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 747.36   | - |
| 81. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One                       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,488.40 | - |
| 82. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 609.08   | - |
| 83. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,282.55 | - |
| 84. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 731.53   | - |
| 85. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 1,498.95 | - |
| 86. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 610.14   | - |
| 87. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 935.26   | - |

|   |      |  |  |   |  |  |   |  |  |   |  |  |   |   |          |   |
|---|------|--|--|---|--|--|---|--|--|---|--|--|---|---|----------|---|
| 88. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml, for HP Officejet J3508, J3608, J5508 All-in-One                     | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,018.65 | - |
| 89. INK CARTRIDGE, HP CD887AA (HP703), black deskjet, for HP Deskjet D730, F735 All-in-One                              | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 333.57   | - |
| 90. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One                           | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 333.57   | - |
| 91. INK CARTRIDGE, HP CD971AA (HP 920), black, for HP Officejet 6000, 7000  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 773.75   | - |
| 92. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7000  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 580.58   | - |
| 93. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 580.58   | - |
| 94. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 580.58   | - |
| 95. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7000   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,161.16 | - |
| 96. INK CARTRIDGE, HP CH561WA (HP 61), black  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 717.81   | - |
| 97. INK CARTRIDGE, HP CH562WA (HP 61), color ink  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 907.82   | - |
| 98. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010at, Ink Advantage All-in-One 2060i K110a    | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 333.57   | - |
| 99. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010at, Ink Advantage All-in-One 2060i K110a | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 333.57   | - |
| 100. INK CARTRIDGE, HP CN 639WA, black, for HP Deskjet D2650  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 825.48   | - |
| 101. INK CARTRIDGE, HP CN 640WA, color, for HP Deskjet D2650  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,075.66 | - |
| 102. INK CARTRIDGE, HP CN045AA (950XL), black   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,565.45 | - |
| 103. INK CARTRIDGE, HP CN046AA (951XL), Cyan  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,161.16 | - |
| 104. INK CARTRIDGE, HP CN047AA (951XL), Magenta   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,161.16 | - |
| 105. INK CARTRIDGE, HP CN048AA (950XL), Yellow  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,161.16 | - |
| 106. INK CARTRIDGE, HP CZ107AA, (HP 78), black  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 388.46   | - |
| 107. INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 388.46   | - |
| 108. INK CARTRIDGE, Brother LC67HYBK, black   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,604.51 | - |
| 109. INK CARTRIDGE, Brother LC67HYC, cyan   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 971.15   | - |
| 110. INK CARTRIDGE, Brother LC67HYM, magenta  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 971.15   | - |
| 111. INK CARTRIDGE, Brother LC67HYH, yellow   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 971.15   | - |
| 112. INK CARTRIDGE, Brother LC67B, black  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 950.04   | - |
| 113. INK CARTRIDGE, Brother LC67M, Magenta  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 570.02   | - |
| 114. INK CARTRIDGE, Brother LC67Y, Yellow   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 570.02   | - |
| 115. INK CARTRIDGE, Brother LC 39BK, black  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 728.36   | - |
| 116. INK CARTRIDGE, Brother LC 39Y, yellow  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 475.02   | - |
| 117. INK CARTRIDGE, Brother LC 39C, cyan  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 475.02   | - |
| 118. INK CARTRIDGE, Brother LC 39M, magenta   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 475.02   | - |
| 119. INK CARTRIDGE, Brother Part No. LC67C, Cyan  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 570.02   | - |
| 120. INK CARTRIDGE, Brother Part No. LC38C, Cyan  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 459.19   | - |
| 121. INK CARTRIDGE, Brother Part No. LC38B, Black   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 696.70   | - |
| 122. INK CARTRIDGE, Brother Part No. LC38M, Magenta   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 459.19   | - |
| 123. INK CARTRIDGE, Brother Part No. LC38Y, Yellow  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 459.19   | - |
| 124. INK CARTRIDGE, Brother Part No. LC40BK, black  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 680.86   | - |
| 125. INK CARTRIDGE, Brother Part No. LC40C, Cyan  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 395.85   | - |
| 126. INK CARTRIDGE, Brother Part No. LC40M, Magenta   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 395.85   | - |
| 127. INK CARTRIDGE, Brother Part No. LC40Y, Yellow  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 395.85   | - |
| 128. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,018.65 | - |
| 129. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,264.61 | - |
| 130. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,018.65 | - |
| 131. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,213.94 | - |
| 132. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,148.15 | - |
| 133. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,720.63 | - |
| 134. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,079.53 | - |
| 135. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,178.05 | - |
| 136. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/C50/CX3100  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,075.66 | - |
| 137. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/CX5100  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,270.94 | - |
| 138. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 606.97   | - |
| 139. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 606.97   | - |



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|---|------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|--------|---|
| 140. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 606.97 | - |
| 141. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 499.30 | - |
| 142. INK CARTRIDGE, EPSON PART NO. C13T038191, BLACK, (double pack), for Stylus Color C41SX & C41UX   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 880.37 | - |
| 143. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 863.44 | - |
| 144. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 782.20 | - |
| 145. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 553.13 | - |
| 146. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 553.13 | - |
| 147. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 553.13 | - |
| 148. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 635.47 | - |
| 149. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 391.63 | - |
| 150. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 391.63 | - |
| 151. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 391.63 | - |
| 152. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 650.25 | - |
| 153. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 499.30 | - |
| 154. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 401.13 | - |
| 155. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 401.13 | - |
| 156. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 401.13 | - |
| 157. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 298.73 | - |
| 158. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 298.73 | - |
| 159. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 298.73 | - |
| 160. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 292.99 | - |
| 161. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 879.31 | - |
| 162. INK CARTRIDGE, Epson C13T103290, Cyan, for printer Stylus T40W/TX600FW   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 585.86 | - |
| 163. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 585.86 | - |
| 164. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 585.86 | - |
| 165. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 585.86 | - |
| 166. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 976.43 | - |
| 167. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N    | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 439.13 | - |
| 168. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N     | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 439.13 | - |
| 169. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 439.13 | - |
| 170. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 439.13 | - |
| 171. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 289.23 | - |

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| 172. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/T13/T20E/TX100/TX110/TX111/CX5500) Pigment - q1N  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 289.23    | - |
| 173. CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/T13/T20E/TX100/TX110/TX111/CX5500) Pigment - q1N   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 289.23    | - |
| 174. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/T13/T20E/TX100/TX110/TX111/CX5500) Pigment - q1N  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 289.23    | - |
| 175. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/290/390/RX590, High Cap  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 973.26    | - |
| 176. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/290/390/RX590, High Cap   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 973.26    | - |
| 177. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/290/390/RX590, High Cap  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 973.26    | - |
| 178. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/290/390/RX590, High Cap   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 973.26    | - |
| 179. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/290/390/RX590, High Cap   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 973.26    | - |
| 180. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/290/390/RX590, High Cap  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 973.26    | - |
| 181. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 679.81    | - |
| 182. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 679.81    | - |
| 183. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 679.81    | - |
| 184. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 679.81    | - |
| 185. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 679.81    | - |
| 186. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 679.81    | - |
| 187. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 313.51    | - |
| 188. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 345.79    | - |
| 189. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 352.67    | - |
| 190. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 345.79    | - |
| 191. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 596.41    | - |
| 192. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/900WD - 143  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 469.74    | - |
| 193. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/900WD - 143   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 460.71    | - |
| 194. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/900WD - 143  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 469.74    | - |
| 195. TONER CARTRIDGE, HP C4092A, black, for HP Laserjet 1100 printer series, 3200 All-in-One  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,982.07  | - |
| 196. TONER CARTRIDGE, HP C4096A, black, for HP Laserjet 2100, 2200 printer series   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,433.17  | - |
| 197. TONER CARTRIDGE, HP C7115A, black, for HP Laserjet 1000, 1200 printer series, 3300 mfp printer series, 3380 All-in-One                               | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,333.58  | - |
| 198. TONER CARTRIDGE, HP C8543XC, high cap, black, for HP Laserjet 9000, 9040, 9050, HP Laserjet M9040, M9050 MFP series                                  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 12,034.90 | - |
| 199. TONER CARTRIDGE, HP C4127X, high cap, black, for HP Laserjet 2100, 2200 printer series   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 7,586.60  | - |
| 200. TONER CARTRIDGE, HP C4129X, black, HP Laserjet 5000, 5100 printer series   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 9,765.36  | - |
| 201. TONER CARTRIDGE, HP Q2613A, black, for HP Laserjet 1300 printer series   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,942.67  | - |
| 202. TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1310f MFP Printer | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,037.29  | - |
| 203. TONER CARTRIDGE, HP Q5942A, black, for HP Laserjet 4250, 4350 printer series   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 6,318.82  | - |
| 204. TONER CARTRIDGE, HP Q6511A   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,254.78  | - |
| 205. TONER CARTRIDGE, HP Q7516AC, black   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 7,924.39  | - |
| 206. TONER CARTRIDGE, HP Q7551A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,635.85  | - |
| 207. TONER CARTRIDGE, HP Q1338A, black, for HP Laserjet 4200 printer series   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 6,499.33  | - |
| 208. TONER CARTRIDGE, HP Q3960A, black, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,589.04  | - |
| 209. TONER CARTRIDGE, HP Q3961A, cyan, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,333.24  | - |
| 210. TONER CARTRIDGE, HP Q3962A, yellow, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,333.24  | - |



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| 211. TONER CARTRIDGE, HP Q3963A, magenta, for HP Color LaserJet 2550 printer series, 2820, 2840 All-in-One                   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 4,333.24  | - |
| 212. TONER CARTRIDGE, HP Q3971A, cyan, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 3,257.58  | - |
| 213. TONER CARTRIDGE, HP Q3972A, yellow, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 3,257.58  | - |
| 214. TONER CARTRIDGE, HP Q3973A, magenta, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 3,257.58  | - |
| 215. TONER CARTRIDGE, HP Q5949A, black, for HP LaserJet 1160, 1320 printer series, 3390, 3392 All-in-One                     | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 3,583.76  | - |
| 216. TONER CARTRIDGE, HP Q5950A, black, for HP Color LaserJet 4700 Printer Series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 7,758.66  | - |
| 217. TONER CARTRIDGE, HP Q5951A, cyan, for HP Color LaserJet 4700 Printer Series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 11,007.80 | - |
| 218. TONER CARTRIDGE, HP Q5952A, yellow, for HP Color LaserJet 4700 Printer Series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 11,007.80 | - |
| 219. TONER CARTRIDGE, HP Q5953A, magenta, for HP Color LaserJet 4700 Printer Series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 11,007.80 | - |
| 220. TONER CARTRIDGE, HP Q7553A, black, for HP LaserJet P3005, M3027, M3035 MFP Printer Series                               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 3,416.98  | - |
| 221. TONER CARTRIDGE HP C9720A, original, black, for HP LaserJet 4600/4650 printer series                                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 6,660.84  | - |
| 222. TONER CARTRIDGE HP C9721A, original, Cyan for HP LaserJet 4600/4650 printer series                                      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 9,014.82  | - |
| 223. TONER CARTRIDGE HP C9722A, original, Yellow for HP LaserJet 4600/4650 printer series                                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 9,014.82  | - |
| 224. TONER CARTRIDGE HP C9723A, original, Magenta for HP LaserJet 4600/4650 printer series                                   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 9,014.82  | - |
| 225. TONER CARTRIDGE, HP CB380A, black, for HP Color LaserJet CP6015 printer series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 8,876.91  | - |
| 226. TONER CARTRIDGE, HP CB381A, cyan, for HP Color LaserJet CP6015 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 13,891.70 | - |
| 227. TONER CARTRIDGE, HP CB382A, yellow, for HP Color LaserJet CP6015 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 13,891.70 | - |
| 228. TONER CARTRIDGE, HP CB383A, magenta, for HP Color LaserJet CP6015 printer series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 13,891.70 | - |
| 229. TONER CARTRIDGE, HP CB390A, black, for HP Color LaserJet CM6030/CM6040 MFP  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 2,879.68  | - |
| 230. TONER CARTRIDGE, HP CB435A, black, for HP LaserJet P1005, P1006 printer series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 2,578.83  | - |
| 231. TONER CARTRIDGE, HP CB436A, black, for HP LaserJet P1505 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 3,026.41  | - |
| 232. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP                      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 2,987.35  | - |
| 233. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP                       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 2,744.56  | - |
| 234. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP                     | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 2,744.56  | - |
| 235. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 2,744.56  | - |
| 236. TONER CARTRIDGE, HP CC364A, black, for HP LaserJet P4014, P4015, P4515 printer series                                   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 6,544.72  | - |
| 237. TONER CARTRIDGE, HP CC364XC, high cap, black, for HP LaserJet P4015, P4515 printer series                               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 12,002.17 | - |
| 238. TONER CARTRIDGE, HP CC530A, black, for HP Color LaserJet CP2025 printer series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 5,241.05  | - |
| 239. TONER CARTRIDGE, HP CC531A, cyan, for HP Color LaserJet CP2025 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 4,915.93  | - |
| 240. TONER CARTRIDGE, HP CC532A, yellow, for HP Color LaserJet CP2025 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 4,915.93  | - |
| 241. TONER CARTRIDGE, HP CC533A, magenta, for HP Color LaserJet CP2025 printer series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 4,915.93  | - |
| 242. TONER CARTRIDGE, HP CE250A, black, for HP Color LaserJet CP3520 printer series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 5,437.40  | - |
| 243. TONER CARTRIDGE, HP CE251A, cyan, for HP Color LaserJet CP3520 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 10,710.12 | - |
| 244. TONER CARTRIDGE, HP CE252A, yellow, for HP Color LaserJet CP3520 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 10,710.12 | - |
| 245. TONER CARTRIDGE, HP CE253A, magenta, for HP Color LaserJet CP3520 printer series  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 10,710.12 | - |
| 246. TONER CARTRIDGE, HP CE255A, black, for HP LaserJet P3010 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 6,450.77  | - |
| 247. TONER CARTRIDGE, HP CE255X, black, for HP LaserJet P3010 printer series   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 9,117.22  | - |
| 248. TONER CARTRIDGE, HP CE260A, black, for HP Color LaserJet Enterprise CP4020 Printer Series                               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 | 6,372.66  | - |

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| 249. TONER CARTRIDGE, HP CE261A, cyan, for HP Color LaserJet Enterprise CP4020 Printer Series                                  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 11,575.71 | - |
| 250. TONER CARTRIDGE, HP CE262A, yellow, for HP Color LaserJet Enterprise CP4020 Printer Series                                | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 11,575.71 | - |
| 251. TONER CARTRIDGE, HP CE263A, magenta, for HP Color LaserJet Enterprise CP4020 Printer Series                               | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 11,575.71 | - |
| 252. TONER CARTRIDGE, HP CE270A, black, for HP Color LaserJet Enterprise CP5520 Printer Series                                 | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 10,262.54 | - |
| 253. TONER CARTRIDGE, HP CE271A, cyan, for HP Color LaserJet Enterprise CP5520 Printer Series                                  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 16,735.48 | - |
| 254. TONER CARTRIDGE, HP CE272A, yellow, for HP Color LaserJet Enterprise CP5520 Printer Series                                | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 16,735.48 | - |
| 255. TONER CARTRIDGE, HP CE273A, magenta, for HP Color LaserJet Enterprise CP5520 Printer Series                               | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 16,735.48 | - |
| 256. TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer                                       | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,116.13  | - |
| 257. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,747.73  | - |
| 258. TONER CARTRIDGE, HP CE310A, black, for HP Color LaserJet Pro CP1020 Printer Series  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,286.43  | - |
| 259. TONER CARTRIDGE, HP CE311A, cyan, for HP Color LaserJet Pro CP1020 Printer Series   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,470.10  | - |
| 260. TONER CARTRIDGE, HP CE312A, yellow, for HP Color LaserJet Pro CP1020 Printer Series                                       | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,470.10  | - |
| 261. TONER CARTRIDGE, HP CE313A, magenta, for HP Color LaserJet Pro CP1020 Printer Series                                      | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,470.10  | - |
| 262. TONER CARTRIDGE, HP CE320A, black, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series                      | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,936.68  | - |
| 263. TONER CARTRIDGE, HP CE321A, cyan, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series                       | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,787.84  | - |
| 264. TONER CARTRIDGE, HP CE322A, yellow, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series                     | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,787.84  | - |
| 265. TONER CARTRIDGE, HP CE323A, magenta, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series                    | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,787.84  | - |
| 266. TONER CARTRIDGE, HP CE390A, black, for HP LaserJet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series           | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 7,389.20  | - |
| 267. TONER CARTRIDGE, HP CE390X, high cap, black, for HP LaserJet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 12,337.85 | - |
| 268. TONER CARTRIDGE, HP CE400A, black, for HP LaserJet Enterprise 500 Color M551 Series                                       | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 6,694.62  | - |
| 269. TONER CARTRIDGE, HP CE401A, cyan, for HP LaserJet Enterprise 500 Color M551 Series  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 9,800.19  | - |
| 270. TONER CARTRIDGE, HP CE402A, yellow, for HP LaserJet Enterprise 500 Color M551 Series                                      | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 9,800.19  | - |
| 271. TONER CARTRIDGE, HP CE403A, magenta, for HP LaserJet Enterprise 500 Color M551 Series                                     | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 9,800.19  | - |
| 272. TONER CARTRIDGE, HP CE505A, black, for HP LaserJet P2035, P2055 printer series  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,715.71  | - |
| 273. TONER CARTRIDGE, HP CE505XC, high cap, black, for HP LaserJet P2055 printer series  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 6,822.34  | - |
| 274. TONER CARTRIDGE, HP CE740A, black, for HP Color LaserJet Professional CP5220, Printer Series                              | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 6,283.99  | - |
| 275. TONER CARTRIDGE, HP CE741A, cyan, for HP Color LaserJet Professional CP5220, Printer Series                               | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 11,146.08 | - |
| 276. TONER CARTRIDGE, HP CE742A, yellow, for HP Color LaserJet Professional CP5220, Printer Series                             | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 11,146.08 | - |
| 277. TONER CARTRIDGE, HP CE743A, magenta, for HP Color LaserJet Professional CP5220, Printer Series                            | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 11,146.08 | - |
| 278. TONER CARTRIDGE, HP CE410A (HP #305), black   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,905.72  | - |
| 279. TONER CARTRIDGE, HP CE411A (HP #305), Cyan  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,473.29  | - |
| 280. TONER CARTRIDGE, HP CE412A (HP #305), Yellow  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,473.29  | - |
| 281. TONER CARTRIDGE, HP CE413A (HP #305), Magenta   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,473.29  | - |
| 282. TONER CARTRIDGE, HP CF210A, (#131), black   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,306.85  | - |
| 283. TONER CARTRIDGE, HP CF211A, (#131), Cyan  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,306.85  | - |
| 284. TONER CARTRIDGE, HP CF212A, (#131), Yellow  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,306.85  | - |
| 285. TONER CARTRIDGE, HP CF213A, (#131), Magenta   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,306.85  | - |
| 286. TONER CARTRIDGE, HP Q1339A, black, HP LaserJet 4300 printer series  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 8,886.04  | - |
| 287. TONER CARTRIDGE, HP Q2624A  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,614.37  | - |
| 288. TONER CARTRIDGE, HP Q5942A, original black, for HP LaserJet 4250/4350 printer series                                      | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 6,318.82  | - |
| 289. TONER CARTRIDGE, HP Q6000A, black, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer                  | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,223.80  | - |
| 290. TONER CARTRIDGE, HP Q6001A, cyan, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer                   | cart |  |  | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,514.09  | - |



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| 291. TONER CARTRIDGE, HP Q6002A, yellow, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer      | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,514.09  | - |
| 292. TONER CARTRIDGE, HP Q6003A, magenta, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer     | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,514.09  | - |
| 293. TONER CARTRIDGE, HP Q6460A, black, for HP Color LaserJet 4730MFP, CM4730 Printer Series                        | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 6,134.09  | - |
| 294. TONER CARTRIDGE, HP Q6461A, cyan, for HP Color LaserJet 4730MFP, CM4730 Printer Series                         | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 13,196.06 | - |
| 295. TONER CARTRIDGE, HP Q6462A, yellow, for HP Color LaserJet 4730MFP, CM4730 Printer Series                       | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 13,196.06 | - |
| 296. TONER CARTRIDGE, HP Q6463A, magenta, for HP Color LaserJet 4730MFP, CM4730 Printer Series                      | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 13,196.06 | - |
| 297. TONER CARTRIDGE, HP Q6470A, black, for HP Color LaserJet 3600 Printer Series                                   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,609.46  | - |
| 298. TONER CARTRIDGE, HP Q6471A, cyan, for HP Color LaserJet 3600 Printer Series                                    | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,577.79  | - |
| 299. TONER CARTRIDGE, HP Q6472A, yellow, for HP Color LaserJet 3600 Printer Series                                  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,577.79  | - |
| 300. TONER CARTRIDGE, HP Q6473A, magenta, for HP Color LaserJet 3600 Printer Series                                 | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,577.79  | - |
| 301. TONER CARTRIDGE, HP Q7570A, black, HP LaserJet M5025, M5035 MFP Printer Series                                 | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 7,526.43  | - |
| 302. TONER CARTRIDGE, HP Q7581A, cyan, for HP Color LaserJet 3800, CP3505 Printer Series                            | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 7,221.36  | - |
| 303. TONER CARTRIDGE, HP Q7582A, yellow, for HP Color LaserJet 3800, CP3505 Printer Series                          | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 7,221.36  | - |
| 304. TONER CARTRIDGE, HP Q7583A, magenta, for HP Color LaserJet 3800, CP3505 Printer Series                         | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 7,221.36  | - |
| 305. TONER CARTRIDGE, Brother TN-155BK, black   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 4,818.81  | - |
| 306. TONER CARTRIDGE, Brother TN-155M, magenta  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,858.58  | - |
| 307. TONER CARTRIDGE, Brother TN-155Y, yellow   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,858.58  | - |
| 308. TONER CARTRIDGE, Brother TN-155C, cyan   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,858.58  | - |
| 309. TONER CARTRIDGE, Brother TN-2025   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 2,887.07  | - |
| 310. TONER CARTRIDGE, Brother TN-2130   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 1,942.30  | - |
| 311. TONER CARTRIDGE, Brother TN-2150   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 2,902.90  | - |
| 312. TONER CARTRIDGE, Brother TN3060  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,109.10  | - |
| 313. TONER CARTRIDGE, Brother Part No. TN-150BK, black  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,288.19  | - |
| 314. TONER CARTRIDGE, Brother Part No. TN-150C, Cyan  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,763.21  | - |
| 315. TONER CARTRIDGE, Brother Part No. TN-150M, Magenta   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,763.21  | - |
| 316. TONER CARTRIDGE, Brother Part No. TN-150Y, Yellow  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,763.21  | - |
| 317. TONER CARTRIDGE, Brother Part No. TN3030   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,675.32  | - |
| 318. TONER CARTRIDGE, TN-3250, low yield, for Brother HL3350DN  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,784.33  | - |
| 319. TONER CARTRIDGE, TN-3320, for printer 5450DN   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,747.38  | - |
| 320. TONER CARTRIDGE, Fuji Xerox 106R02625, for Phaser 4600 DN (4K pages)   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 16,572.92 | - |
| 321. TONER CARTRIDGE, Fuji Xerox CT201160, for DP-C2255 Heavy Duty A3 size, black (15k pages)                       | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 9,289.28  | - |
| 322. TONER CARTRIDGE, Fuji Xerox CT350567, for DP C3290 FS Multifunction Device, Black                              | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 7,494.76  | - |
| 323. TONER CARTRIDGE, Fuji Xerox CT350670, for DP-3300DX Full Color Laser Printer, black (6k pages, standard yield) | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,932.47  | - |
| 324. TONER CARTRIDGE, Fuji Xerox CWAA0762, for Phaser 4435D (4K pages, standard yield)                              | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 6,312.49  | - |
| 325. TONER CARTRIDGE, Lexmark 34217HR(12A8400)  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 4,782.92  | - |
| 326. TONER CARTRIDGE, Lexmark 1382920   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 14,695.98 | - |
| 327. TONER CARTRIDGE, Lexmark X340A11G  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 6,175.26  | - |
| 328. TONER CARTRIDGE, Lexmark E360H11P  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 9,007.43  | - |
| 329. TONER CARTRIDGE, Lexmark E450A11P  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 6,917.35  | - |
| 330. TONER CARTRIDGE, Lexmark T650A11P  | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 9,774.86  | - |
| 331. TONER CARTRIDGE, Developer, Epson C13S050005, for printer EPL-5500   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,158.70  | - |
| 332. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800                                       | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,273.78  | - |
| 333. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L                                       | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,376.17  | - |
| 334. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,594.84  | - |
| 335. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L                                   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,324.08  | - |
| 336. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN   | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 5,766.74  | - |
| 337. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200                                       | cart |  |  |  | o |  |  |  | o |  |  |  |  | o | o | 3,666.10  | - |

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| 338. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,424.73  |  |
| 339. TONER CARTRIDGE, Samsung Part No. MLD3050B for printer ML-D3050 / ML-D3051  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 6,755.84  |  |
| 340. TONER CARTRIDGE, Samsung Part No. MLTD105L, for printer ML 2580n  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,850.12  |  |
| 341. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,840.03  |  |
| 342. TONER CARTRIDGE, Samsung Part No. MLTD104-S, for Samsung ML 1660  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,898.84  |  |
| 343. TONER CARTRIDGE, Samsung Part No. MLTD103-S   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,898.84  |  |
| 344. TONER CARTRIDGE, Samsung ML-2250D5  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,762.38  |  |
| 345. TONER CARTRIDGE, Samsung ML-2010D3  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,589.04  |  |
| 346. TONER CARTRIDGE, Samsung MLTD101S   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,639.00  |  |
| 347. TONER CARTRIDGE, Samsung MLTD205L   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,172.44  |  |
| 348. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 8,972.60  |  |
| 349. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 3,901.50  |  |
| 350. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,942.80  |  |
| 351. TONER CARTRIDGE, Kyocera TK-120, original, for Kyocera Laser Printer model FS1030D  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,437.40  |  |
| 352. TONER CARTRIDGE, Kyocera Mita TK330, for printer FS4000DN   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 8,162.95  |  |
| 353. TONER CARTRIDGE, Kyocera Mita TK364 for printer FS4020DN  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 8,444.80  |  |
| 354. TONER CARTRIDGE, Kyocera Mita TK174   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 5,629.51  |  |
| 355. TONER CARTRIDGE, Kyocera Mita TK 564C, for Printer FS-C5300DN   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 10,696.39 |  |
| 356. TONER CARTRIDGE, Kyocera Mita TK 564K, for Printer FS-C5300DN   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 8,220.26  |  |
| 357. TONER CARTRIDGE, Kypcera Mita TK 564Y, for Printer FS-C5300DN   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 10,696.39 |  |
| 358. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,182.27  |  |
| 359. RIBBON CARTRIDGE, Epson C13S015505 for printer DFX-9000   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,168.55  |  |
| 360. RIBBON CARTRIDGE, Epson C13S015506(7753) Fabric, for printer LQ 300/300+II & 580  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 123.51    |  |
| 361. RIBBON CARTRIDGE, Epson C13S015508(S015016), black, for printer LQ 670/680/680Pro   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 356.79    |  |
| 362. RIBBON CARTRIDGE, Epson C13S015568, Color, for printer LX-300   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,266.72  |  |
| 363. RIBBON CARTRIDGE, Epson C13S015577(#8766), for printer DFX-5000+/8000/8500 Black Ribbon (S015055)   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 973.26    |  |
| 364. RIBBON CARTRIDGE, Epson C13S015587, black for printer DLQ-3000/3000+/3500   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,066.16  |  |
| 365. RIBBON CARTRIDGE, Epson C13S015589(S015337), for printer LQ-590   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 386.35    |  |
| 366. RIBBON, Epson RN 8755   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 86.03     |  |
| 367. RIBBON, Epson RN 8750   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 77.90     |  |
| 368. RIBBON, Epson RN 7754   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 131.95    |  |
| 369. RIBBON, Epson RN SO 15083/SO 15086  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 735.75    |  |
| 370. RIBBON, Epson RN SO 15327   | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 339.90    |  |
| 371. RIBBON CARTRIDGE, for Fujitsu DL3850  | cart |  |  |   | 0 |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 453.91    |  |
| 372. PRINthead, HP 11, black, C4810A, 8 ml, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series | cart |  |  | 0 |   |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,488.40  |  |
| 373. PRINthead, HP 11, cyan, C4811A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series      | cart |  |  | 0 |   |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,488.40  |  |
| 374. PRINthead, HP 11, magenta C4812A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series    | cart |  |  | 0 |   |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,488.40  |  |
| 375. PRINthead, HP 11, yellow C4813A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series     | cart |  |  | 0 |   |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 1,488.40  |  |
| 376. Photoconductor Kit, Lexmark PN 12A8302  | cart |  |  | 0 |   |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 4,264.62  |  |
| 377. Photoconductor Kit, Lexmark PN E260X22G   | cart |  |  | 0 |   |  |  | 0 |  |  | 0 |  |  | 0 | 0 | 2,375.10  |  |

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|   |        |  |  |  |   |  |  |  |   |   |  |  |   |   |           |        |
|---|--------|--|--|--|---|--|--|--|---|---|--|--|---|---|-----------|--------|
| 378. Photoconductor Kit, Lexmark PN E250X22G  | cart   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 2,329.43  | -      |
| 379. PHOTOCONDUCTOR UNIT, Epson C135051099, for printer EPL 6200/6200L  | cart   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 3,509.87  | -      |
| 380. IMAGING UNIT, Samsung Part No.SCR6555A   | cart   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 10,353.00 | -      |
| 381. IMAGING UNIT, Hewlett Packard Part No. CE314A, color imaging unit  | cart   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 3,842.38  | -      |
| 382. MOUSE, optical, USB connection type  | piece  |  |  |  | 0 |  |  |  | 0 | 3 |  |  | 3 | 3 | 146.20    | 438.60 |
| <b>COMMON OFFICE SUPPLIES</b>   |        |  |  |  |   |  |  |  |   |   |  |  |   |   |           |        |
| 1. ACETATE, gauge #3, 50m in length   | roll   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 0.00      | -      |
| 2. AIR FRESHENER, 280mL/can   | can    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 570.02    | -      |
| 3. ALCOHOL, 70%, ethyl  | bottle |  |  |  | 0 |  |  |  | 0 | 3 |  |  | 3 | 3 | 90.78     | 272.34 |
| 4. AUDIO CASSETTE TAPE, 90min. recording time   | piece  |  |  |  | 0 |  |  |  | 0 | 4 |  |  | 4 | 4 | 38.79     | 155.17 |
| 5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label   | pair   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 21.80     | -      |
| 6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label  | pair   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 110.84    | -      |
| 7. CARBON FILM, polyethylene, 210mm x 297mm(A4), 100s/box   | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 116.12    | -      |
| 8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box   | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 332.51    | -      |
| 9. CARTOLINA, assorted color, 20s/pack  | pack   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 295.23    | -      |
| 10. CARTOLINA, white, 20s/pack  | pack   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 71.78     | -      |
| 11. CHALK, white, dustless, 100 pcs/box   | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 46.34     | -      |
| 12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets      | piece  |  |  |  | 0 |  |  |  | 0 | 3 |  |  | 3 | 3 | 79.17     | 237.51 |
| 13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 84.45     | -      |
| 14. CLIP, bulldog (3")  | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 7.29      | 58.30  |
| 15. CLIP, backfold, 25mm, 12s/box   | box    |  |  |  | 0 |  |  |  | 0 | 8 |  |  | 0 | 8 | 11.08     | 88.67  |
| 16. CLIP, backfold, 50mm, 12s/box   | box    |  |  |  | 0 |  |  |  | 0 | 8 |  |  | 0 | 8 | 42.22     | 337.79 |
| 17. CLIP, backfold, 19mm, 12s/box   | box    |  |  |  | 0 |  |  |  | 0 | 8 |  |  | 0 | 8 | 7.70      | 61.63  |
| 18. CLIP, backfold, 32mm, 12s/box   | box    |  |  |  | 0 |  |  |  | 0 | 8 |  |  | 0 | 8 | 17.95     | 143.56 |
| 19. COLUMNAR PAD, 14 cols, 50 gsm min.  | pad    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 43.28     | -      |
| 20. COLUMNAR PAD, 16 cols, 50 gsm min.  | pad    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 43.28     | -      |
| 21. COLUMNAR PAD, 18 cols, 50 gsm min.  | pad    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 55.95     | -      |
| 22. COLUMNAR NOTEBOOK, 12 cols  | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 20.06     | -      |
| 23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width  | pair   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 13.20     | 105.56 |
| 24. DATA FILE BOX, (5"x9"x15-3/4")  | box    |  |  |  | 0 |  |  |  | 0 | 8 |  |  | 8 | 8 | 62.28     | -      |
| 25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")  | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 63.34     | -      |
| 26. EDP BINDER, TB, for 11" X 9-1/2" CCF  | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 47.40     | -      |
| 27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors  | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 35.36     | -      |
| 28. ENVELOPE, documentary (10"x15"), 500s/box   | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 503.86    | -      |
| 29. ENVELOPE, expanding, kraft, legal size, 100s/box  | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 585.86    | -      |
| 30. ENVELOPE, mailing white, 500s/box   | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 141.33    | 282.66 |
| 31. ENVELOPE, mailing white with window, 500s   | box    |  |  |  | 0 |  |  |  | 0 | 2 |  |  | 0 | 2 | 185.66    | -      |
| 32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box   | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 106.19    | -      |
| 33. ENVELOPE, expanding, plastic, legal size  | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 35.24     | -      |
| 34. ENVELOPE, documentary, A4, 500s/box   | box    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 409.57    | 409.57 |
| 35. ERASER, blackboard/whiteboard   | piece  |  |  |  | 0 |  |  |  | 0 | 1 |  |  | 0 | 1 | 12.65     | 37.94  |
| 36. ERASER, rubber  | piece  |  |  |  | 0 |  |  |  | 0 | 3 |  |  | 0 | 3 | 3.17      | -      |
| 37. FILE ORGANIZER, expanding, legal, plastic, assorted colors  | piece  |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 77.46     | 232.39 |
| 38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set   | set    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 12.67     | -      |
| 39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set  | set    |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 13.20     | -      |
| 40. FOLDER, pressboard, plain, legal, 100s/box  | pack   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 855.04    | -      |
| 41. FOLDER, tagboard, legal size, 100s/box  | pack   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 239.62    | -      |
| 42. FOLDER, tagboard, A4 size, 100s/box   | pack   |  |  |  | 0 |  |  |  | 0 |   |  |  | 0 | 0 | 300.85    | -      |

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|--|--------|--|--|---|--|----|----|--|----|---|----|----|----|--------|----------|
| 43. FOLDER, morocco/fancy, legal size, 50s/pack  | pack   |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 341.59 | -        |
| 44. FOLDER, morocco/fancy, A4 size, 50s/pack   | bundle |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 289.02 | -        |
| 45. FOLDER, clear plastic, L-type, A4 size, 50s/pack   | pack   |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 183.34 | -        |
| 46. FOLDER, clear plastic, L-type, legal size, 50s/pack  | pack   |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 204.45 | -        |
| 47. GLUE, all purpose, 300 grams min.  | jar    |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 52.76  | -        |
| 48. ILLUSTRATION BOARD, (30"x40"), 2 ply   | piece  |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 39.59  | -        |
| 49. INDEX CARD, 3"x 5", ruled both sides, 500s/pack  | pack   |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 48.03  | 144.09   |
| 50. INDEX CARD, 5" x 8", ruled both side, 500s/pack  | pack   |  |  | 0 |  | 3  | 3  |  |    |   |    | 0  | 3  | 130.89 | 392.68   |
| 51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")  | box    |  |  | 0 |  |    | 3  |  |    |   |    | 0  | 3  | 36.95  | -        |
| 52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")  | box    |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 52.78  | -        |
| 53. INDEX TAB, self-adhesive, 10 pcs/box   | box    |  |  | 0 |  |    | 3  |  |    |   |    | 0  | 3  | 52.78  | 158.3    |
| 54. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube  | tube   |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 9.50   | -        |
| 55. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle  | bundle |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 527.80 | -        |
| 56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves | sleeve |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 26.39  | -        |
| 57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end                                    | piece  |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 41.33  | -        |
| 58. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end                                    | piece  |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 36.95  | -        |
| 59. MAP PIN, round head, 100s/case   | case   |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 42.22  | -        |
| 60. MARKER, fluorescent, 3 colors/set  | set    |  |  | 0 |  |    | 0  |  |    |   |    | 0  | 0  | 37.47  | 112.42   |
| 61. MARKING PEN, whiteboard, black   | piece  |  |  | 0 |  | 3  | 3  |  |    | 3 |    | 3  | 3  | 12.45  | 37.36    |
| 62. MARKING PEN, whiteboard, blue  | piece  |  |  | 0 |  | 3  | 3  |  |    | 3 |    | 3  | 3  | 12.45  | 37.36    |
| 63. MARKING PEN, whiteboard, red   | piece  |  |  | 0 |  | 3  | 3  |  |    | 3 |    | 3  | 3  | 12.45  | 37.36    |
| 64. MARKER, permanent, black   | piece  |  |  | 0 |  | 3  | 3  |  |    | 3 |    | 3  | 3  | 14.78  | 44.34    |
| 65. MARKER, permanent, blue  | piece  |  |  | 0 |  | 3  | 3  |  |    | 3 |    | 3  | 3  | 14.78  | 44.34    |
| 66. MARKER, permanent, red   | piece  |  |  | 0 |  | 3  | 3  |  |    | 3 |    | 3  | 3  | 14.78  | 44.34    |
| 67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides                                     | piece  |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 8.23   | -        |
| 68. NOTE PAD, (3"x3"), 100 sheets/pad  | pad    |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 36.73  | -        |
| 69. NOTE PAD, (3"x4"), 100 sheets/pad  | pad    |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 52.66  | 157.97   |
| 70. NOTE PAD, (2"x2"), 400 sheets/pad  | pad    |  |  | 0 |  |    | 0  |  |    | 0 | 3  | 3  | 3  | 92.89  | 278.68   |
| 71. NOTE PAD, (2"x3"), 100 sheets/pad  | pad    |  |  | 0 |  |    | 0  |  |    | 0 | 3  | 3  | 3  | 32.72  | 98.17    |
| 72. OIL, for general purpose, 120 mL   | bottle |  |  | 0 |  |    | 0  |  |    | 0 | 3  | 3  | 3  | 36.95  | 110.84   |
| 73. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm                                     | ream   |  |  | 0 |  |    | 0  |  |    | 0 | 3  | 3  | 3  | 95.24  | 190.47   |
| 74. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm  | ream   |  |  | 0 |  |    | 0  |  |    | 0 | 2  | 2  | 2  | 94.13  | -        |
| 75. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream                      | ream   |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 95.24  | -        |
| 76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm   | ream   |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 107.99 | 1,619.79 |
| 77. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm                                    | ream   |  |  | 0 |  |    | 0  |  | 30 |   |    | 15 | 15 | 97.06  | 485.32   |
| 78. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm                                      | ream   |  |  | 0 |  |    | 0  |  | 5  |   | 5  | 5  | 5  | 150.95 | -        |
| 79. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad   | pad    |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 17.73  | -        |
| 80. PAPER, thermal, 210mmx30M, 1/2" core   | roll   |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 34.83  | -        |
| 81. PAPER, thermal, 216mmx30M, 1/2" core   | roll   |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 35.36  | -        |
| 82. PARCHEMENT PAPER, A4 size, 80 gsm, 100sheets/pack  | ream   |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 125.49 | 376.48   |
| 83. PAPER FASTENER, for paper, metal, 50 sets/box  | box    |  |  | 0 |  | 3  | 3  |  |    | 0 |    | 0  | 3  | 66.34  | -        |
| 84. PAPER CLIP, gem type, jumbo, 48mm, 100s/box  | box    |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 11.98  | 119.77   |
| 85. PAPER CLIP, gem type, 32mm, 100s/box   | box    |  |  | 0 |  | 10 | 10 |  |    | 0 |    | 0  | 10 | 6.74   | 67.40    |
| 86. PENCIL, lead, w/eraser, one(1) dozen per box   | box    |  |  | 0 |  | 10 | 10 |  |    | 0 |    | 0  | 10 | 24.18  | -        |
| 87. PENCIL, mechanical, for 0.5mm lead   | piece  |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 21.11  | -        |
| 88. PUSH PIN, flat head type, assorted colors, 100s/case                                       | case   |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 20.53  | -        |
| 89. RECORD BOOK, 300 pages, smythe sewn  | book   |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 50.67  | 506.69   |
| 90. RECORD BOOK, 500 pages, smythe sewn  | book   |  |  | 0 |  |    | 0  |  |    | 0 | 10 | 10 | 10 | 84.45  | 844.48   |
| 91. RIBBON, nylon, manual typewriter   | spool  |  |  | 0 |  |    | 0  |  | 10 |   |    | 10 | 10 | 15.83  | -        |
| 92. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder  | piece  |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 475.02 | -        |
| 93. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle   | bundle |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 33.77  | -        |
| 94. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle   | bundle |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 36.94  | -        |
| 95. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle  | bundle |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 44.85  | -        |
| 96. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle  | bundle |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 55.41  | -        |
| 97. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic  | piece  |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 5.38   | -        |
| 98. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle  | bundle |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 75.47  | -        |
| 99. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle  | bundle |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 100.27 | -        |
| 100. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic  | piece  |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 11.56  | -        |
| 101. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle   | bundle |  |  | 0 |  |    | 0  |  |    | 0 |    | 0  | 0  | 150.41 | -        |

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|---|----------|--|--|--|---|--|--|---|---|---|---|--|----|----|--------|----------|
| 102. RING BINDER, 25mm x 1.12m (1"x44"), plastic  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 11.61  | -        |
| 103. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 230.64 | -        |
| 104. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 260.72 | -        |
| 105. RING BINDER, 50mm x 1.12m (2" x 44"), plastic  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 26.39  | -        |
| 106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs   | box      |  |  |  | 0 |  |  |   | 0 | 2 |   |  | 2  | 2  | 104.48 | 208.97   |
| 107. RULER, plastic, 300mm  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 2.30   | -        |
| 108. RULER, plastic, 450mm  | piece    |  |  |  | 0 |  |  |   | 0 | 2 |   |  | 2  | 2  | 19.00  | 38.00    |
| 109. SCHOOL FORM, DEPED FORM 1 (SCHOOL REGISTER), 8 sheets with 6-half sheet inserts in between each sheet/16 pages with 6 inserts (6 half-sheet per insert), with "DepEd Form 1 School Register" printed on the outer cover, saddle stitch binding, soft cover in uncoated, glossy or matte finish cover, 0.26mm | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 30.49  | -        |
| 110. SIGN PEN, black  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 10 | 10 | 43.16  | 431.58   |
| 111. SIGN PEN, blue   | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 10 | 10 | 43.16  | 431.58   |
| 112. SIGN PEN, red  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 10 | 10 | 43.16  | 431.58   |
| 113. STAMP PAD INK, violet, 50mL  | bottle   |  |  |  | 0 |  |  |   | 0 |   |   |  | 10 | 10 | 23.22  | -        |
| 114. STAMP PAD, felt pad, min 60mm x 100mm  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 23.10  | -        |
| 115. STAPLE WIRE, standard, 5000 pcs/box  | box      |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 22.68  | -        |
| 116. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper   | box      |  |  |  | 0 |  |  | 1 | 1 |   |   |  | 0  | 1  | 31.40  | 31.40    |
| 117. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper   | box      |  |  |  | 0 |  |  | 5 | 5 |   |   |  | 0  | 5  | 41.05  | 205.23   |
| 118. STENCIL PAPER, ordinary, universal, 24 pcs/quire   | quire    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 184.73 | -        |
| 119. TAPE, adding machine, GSP bond   | roll     |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 8.81   | -        |
| 120. TAPE, masking, 24mm, 50 meters length  | roll     |  |  |  | 0 |  |  | 6 | 6 |   |   |  | 0  | 6  | 48.56  | 291.35   |
| 121. TAPE, masking, 48mm, 50 meters length  | roll     |  |  |  | 0 |  |  | 6 | 6 |   |   |  | 0  | 6  | 97.12  | 582.69   |
| 122. TAPE, transparent, 24mm, 50 meters   | roll     |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 15.62  | -        |
| 123. TAPE, transparent, 48mm, 50 meters   | roll     |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 31.45  | -        |
| 124. TAPE, packaging, 48mm, 50 meters length  | roll     |  |  |  | 0 |  |  | 6 | 6 |   | 6 |  | 6  | 12 | 31.45  | 377.46   |
| 125. TIME CARD, for Amano Bundy Clock, 100s/bndl  | bundle   |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 83.92  | -        |
| 126. TIME CARD, for Kitano Time Recorder, 100s/bndl   | bundle   |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 84.45  | -        |
| 127. TOILET TISSUE, 12 rolls/pack   | pack     |  |  |  | 0 |  |  | 8 | 8 |   | 8 |  | 8  | 16 | 68.61  | 1,097.82 |
| 128. TWINE, plastic, one kilo per roll  | roll     |  |  |  | 0 |  |  | 6 | 6 |   |   |  | 0  | 6  | 42.20  | 253.22   |
| 129. WRAPPING PAPER, kraft, 65gsm, approx. 40m  | roll     |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 0.00   | -        |
|   |          |  |  |  |   |  |  |   |   |   |   |  |    |    | 0.00   | -        |
| COMMON OFFICE DEVICES   |          |  |  |  |   |  |  |   |   |   |   |  |    |    |        |          |
| 1. BLADE, heavy duty cutter (L500), 10 pcs/pack   | pack     |  |  |  | 0 |  |  |   | 0 |   |   |  |    |    | 0.00   | -        |
| 2. CUTTER, heavy duty   | piece    |  |  |  | 0 |  |  | 6 | 6 |   |   |  | 0  | 0  | 8.42   | -        |
| 3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand   | piece    |  |  |  | 0 |  |  |   | 1 | 1 |   |  | 0  | 1  | 558.29 | 558.29   |
| 4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring   | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 26.39  | -        |
| 5. PUNCHER, heavy duty  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 93.16  | 186.31   |
| 6. SCISSORS, (6")   | pair     |  |  |  | 0 |  |  | 2 | 2 |   |   |  | 0  | 2  | 12.96  | 77.77    |
| 7. SHARPENER, single cutterhead   | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 179.45 | -        |
| 8. STAMPING DATER, self-inking stamp  | piece    |  |  |  | 0 |  |  | 1 | 1 |   |   |  | 0  | 1  | 480.30 | 480.30   |
| 9. STAPLER, heavy duty, standard  | piece    |  |  |  | 0 |  |  | 2 | 2 |   |   |  | 0  | 2  | 113.79 | 227.58   |
| 10. STAPLE REMOVER, twin jaws   | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 17.42  | -        |
| 11. TAPE DISPENSER, heavy duty, for 24mm(1")  | piece    |  |  |  | 0 |  |  |   | 0 | 2 |   |  | 2  | 2  | 47.17  | 94.33    |
| 12. TAPE DISPENSER, handheld, for 48mm width packaging tape   | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 40.83  | -        |
| 13. WASTE BASKET, plastic   | piece    |  |  |  | 0 |  |  | 6 | 6 |   |   |  | 0  | 6  | 26.39  | 158.34   |
|   |          |  |  |  |   |  |  |   |   |   |   |  |    |    |        | -        |
| COMMON JANITORIAL SUPPLIES  |          |  |  |  |   |  |  |   |   |   |   |  |    |    |        |          |
| 1. BATHROOM SOAP, 70gms.  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 23.22  | -        |
| 2. BROOM, soft (tambo)  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 89.73  | -        |
| 3. BROOM, STICK (tingting)  | piece    |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 23.22  | -        |
| 4. CLEANSER, powder, 350gms.  | canister |  |  |  | 0 |  |  |   | 0 |   |   |  | 0  | 0  | 15.67  | -        |



|  |           |  |  |  |   |  |  |   |   |  |  |   |  |  |   |   |           |        |
|--|-----------|--|--|--|---|--|--|---|---|--|--|---|--|--|---|---|-----------|--------|
| 5. DETERGENT POWDER, all purpose, 500gms.  | pouch     |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 22.70     | -      |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar  | bar       |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 17.58     | -      |
| 7. DISINFECTANT SPRAY, 400 grams net content   | can       |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 33.78     | -      |
| 8. DUST PAN, non-rigid plastic, with detachable handle   | piece     |  |  |  | 0 |  |  | 2 | 0 |  |  | 0 |  |  | 0 | 2 | 179.82    | 359.63 |
| 9. FLOOR WAX, paste, natural, 2kgs.  | can       |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 259.68    | -      |
| 10. FLOOR WAX, paste, red, 2kgs.   | can       |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 221.68    | -      |
| 11. FLOOR WAX, liquid type, 3.9L/ plastic container  | container |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 376.06    | -      |
| 12. FURNITURE CLEANER, 300mL/can min   | can       |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 100.28    | -      |
| 13. INSECTICIDE, 600mL (420g) /can   | can       |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 116.12    | 580.58 |
| 14. MOPHANDLE, screw type, wooden handle   | piece     |  |  |  | 0 |  |  | 5 | 0 |  |  | 0 |  |  | 0 | 5 | 95.00     | -      |
| 15. MOPHEAD, 100% rayon, 400g  | piece     |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 84.45     | -      |
| 16. RAG, COTTON, (7") in diameter  | kilo      |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 42.22     | -      |
| 17. SCOURING PAD, economy size   | pack      |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 134.78    | 269.56 |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle    |  |  |  | 0 |  |  | 2 | 0 |  |  | 0 |  |  | 0 | 2 | 48.56     | -      |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box       |  |  |  | 0 |  |  |   | 0 |  |  | 0 |  |  | 0 | 0 | 25.33     | 152.01 |
| 20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll   | roll      |  |  |  | 0 |  |  | 6 | 0 |  |  | 0 |  |  | 0 | 6 | 146.41    | 439.24 |
|  |           |  |  |  |   |  |  |   |   |  |  | 3 |  |  | 3 | 3 |           |        |
| <b>LEGAL SIZE PAPER</b>  |           |  |  |  |   |  |  |   |   |  |  |   |  |  |   |   |           |        |
| 1. PAPER, bond, Premium Grade  | ream      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 99.75     | -      |
| 2. PAPER, mimeograph, Groundwood   | ream      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 82.22     | -      |
| 3. PAPER, mimeograph, Whitewove  | ream      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 108.10    | -      |
| 4. PAPER, for Plain Paper Copier   | ream      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 111.26    | -      |
| 5. PAPER, multicopy, legal, for laser printing   | ream      |  |  |  | 0 |  |  |   | 0 |  |  | 3 |  |  | 3 | 3 | 123.00    | 368.99 |
| <b>COMMON OFFICE EQUIPMENT</b>   |           |  |  |  |   |  |  |   |   |  |  |   |  |  |   |   |           |        |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 1,319.50  | -      |
| 2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon   | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 2,090.09  | -      |
| 3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 944.76    | -      |
| 4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case   | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 336.61    | -      |
| 5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source   | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 158.22    | 316.44 |
| 6. CHAIR, monobloc, without armrest, beige/white   | unit      |  |  |  | 0 |  |  |   | 0 |  |  | 2 |  |  | 0 | 2 | 253.34    | -      |
| 7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 6,280.82  | -      |
| 8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 20,900.88 | -      |
| 9. ELECTRIC FAN, orbit type  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 1,208.66  | -      |
| 10. ELECTRIC FAN, with stand   | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 897.26    | -      |
| 11. ELECTRIC FAN, wall type  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 789.59    | -      |
| 12. INDUSTRIAL FAN, 18" metal blade  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 946.87    | -      |
| 13. FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover            | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 3,615.43  | -      |
| 14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new   | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 1,106.27  | -      |
| 15. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs.), brand new  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 3,766.38  | -      |
| 16. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 2,522.88  | -      |
| 17. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution   | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 20,320.30 | -      |
| 18. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format Indications  | unit      |  |  |  | 0 |  |  |   | 0 |  |  |   |  |  | 0 | 0 | 8,972.60  | -      |

|   |       |  |  |  |   |  |  |    |    |   |    |  |  |    |    |           |        |
|---|-------|--|--|--|---|--|--|----|----|---|----|--|--|----|----|-----------|--------|
| 19. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 3,166.80  | -      |
| 20. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual   | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 16,889.60 | -      |
| 21. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-300+ II   | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 7,230.86  | -      |
| 22. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation  | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 4,064.06  | -      |
| 23. PRINTER, impact dot matrix, 24-pins, 136 columns, 465 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge  | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 32,140.91 | -      |
| 24. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction  | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 10,554.94 | -      |
| 25. TABLE, monobloc, square, 36" X 36", white/ beige, four(4) seater, for indoor and outdoor use  | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 1,250.89  | -      |
| 26. TIME RECORDER, (for attendance), electronic, stylish/compact design, large, display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts  | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 4,220.29  | -      |
| 27. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru, | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  | 1,053.49  | -      |
| <b>HANDBOOKS ON PROCUREMENT</b>   |       |  |  |  |   |  |  |    |    |   |    |  |  |    |    |           | 0.00   |
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| MANUAL (GPM), A-4 size (210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           | 131.95 |
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| Volume II (138 pages) - light blue color  |       |  |  |  |   |  |  |    |    |   |    |  |  |    |    |           |        |
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| Volume IV (118 pages) - light green color   |       |  |  |  |   |  |  |    |    |   |    |  |  |    |    |           |        |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>   |       |  |  |  |   |  |  |    |    |   |    |  |  |    |    |           |        |
| <b>Office Equipment and Accessories</b>   |       |  |  |  |   |  |  |    |    |   |    |  |  |    |    |           |        |
| Automatic hand dryer  | unit  |  |  |  | 0 |  |  |    | 0  |   |    |  |  |    |    |           |        |
| Stainless trash bins  | pc    |  |  |  | 0 |  |  |    | 0  | 1 |    |  |  |    | 0  |           |        |
| 3   |       |  |  |  | 0 |  |  |    | 0  | 2 |    |  |  | 2  | 2  |           |        |
| 4   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| 5   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| 6   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| 7   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| 8   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| 9   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| 10  |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| <b>Office Supplies</b>  |       |  |  |  |   |  |  |    |    |   |    |  |  |    |    |           |        |
| Sign pens for special events  | pc    |  |  |  | 0 |  |  | 20 | 20 |   | 20 |  |  | 20 | 40 |           |        |
| 2   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |
| 3   |       |  |  |  | 0 |  |  |    | 0  |   |    |  |  | 0  | 0  |           |        |

*Amf*









\*\*Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
Nangette P. Jacinto


Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

\_\_\_\_\_  
Accountant /  
Local Budget Officer

Approved:

  
Alfredo E. Pascual  
\_\_\_\_\_  
Head of Office/Agency

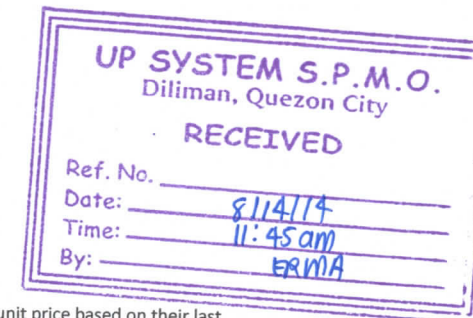
Date Prepared: 01 August 2014



**ANNUAL PROCUREMENT PLAN FOR 2014**  
For Common-Use Supplies and Equipment

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementsservice.org](mailto:app@procurementsservice.org)
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.



Department/Bureau/Office: **Office of the Vice President for Academic Affairs**  
Region: National Capital Region  
Address: OVPA, 3rd Floor, North Wing, Quezon Hall  
UP Diliman, Q.C. 1101

Contact Person: Imelda A. Leros  
Position: Executive Assistant  
E-mail: [imelda\\_leros@yahoo.com](mailto:imelda_leros@yahoo.com)  
Telephone/Mobile Nos: 926-47-36 / 0923-711-9948

| Item & Specifications                         | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| COMMON ELECTRICAL SUPPLIES                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BALLAST, 18 watts                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.27                                    | -            |
| 2. BALLAST, 36 watts                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.54                                    | -            |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet  | packet          |                      | 5   |       |       |     | 10   |      |     |      |     |     |     | 15    | 36.40                                    | 546.00       |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet          |                      | 5   |       |       |     | 10   |      |     |      |     |     |     | 15    | 14.56                                    | 218.40       |
| 5. BATTERY, size D, alkaline, 2 pcs./packet   | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 68.12                                    | -            |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 280.54                                   | -            |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 368.94                                   | -            |
| 8. FLUORESCENT LAMP, tubular, 18 watts        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.14                                    | -            |
| 9. FLUORESCENT LAMP, tubular, 36 watts        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.85                                    | -            |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                   | -            |
| 11. FUSE, 30 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.35                                    | -            |
| 12. FUSE, 60 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.48                                    | -            |
| 13. STARTER, 4-40 watts                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.73                                     | -            |
| 14. TAPE, electrical                          | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |

ERMA  
Encoded by: AUG 14 2014

| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 40. INK CARTRIDGE, Epson T038                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson T039                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB conection type                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 197.60                                   | -            |
| 43. TONER CARTRIDGE,HP C3906A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE,HP C3903A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE,HP C4092A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE,HP C4096A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE,HP C7115A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 48. TONER CARTRIDGE,HP 92298A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE,HP C4127X                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50. TONER CARTRIDGE, HP Q2613X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE,HP Q2612A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 52. TONER CARTRIDGE,HP Q5942A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| COMMON OFFICE SUPPLIES                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280ml/can                             | can             |                      | 2   |       |       |     |      |      |     |      |     |     |     | 4     | 92.56                                    | 370.24       |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          |                      | 3   |       |       |     | 5    |      |     |      | 2   |     |     | 8     | 37.70                                    | 301.60       |
| 4. AUDIO CASSETTE TAPE, 90min. recording time           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                    | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50                                    | -            |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44                                   | -            |
| 7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00                                   | -            |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80                                    | -            |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81                                    | -            |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.42                                     | -            |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                    | -            |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                    | -            |
| 14. CLIP, backfold, 19mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7.54                                     | -            |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.42                                    | -            |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84                                    | -            |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9.82                                     | -            |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      | 20  |       |       |     | 20   |      |     |      | 20  |     |     | 60    | 64.47                                    | 3,868.20     |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07                                    | -            |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      | 1   |       |       |     |      |      |     |      | 1   |     |     | 2     | 560.56                                   | 1,121.12     |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      | 1   |       |       |     | 1    |      |     |      | 1   |     |     | 3     | 675.86                                   | 2,027.58     |
| 26. ENVELOPE, mailing white, 500s/box                                | box             |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 159.78                                   | 159.78       |
| 27. ENVELOPE, mailing white with window, 500s                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58                                   | -            |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81                                    | -            |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 526.24                                   | 526.24       |
| 31. ERASER, blackboard/whiteboard                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68                                     | -            |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64                                   | -            |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            |                      | 5   |       |       |     |      |      |     |      | 5   |     |     | 10    | 413.92                                   | 4,139.20     |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            |                      | 3   |       |       |     |      |      |     |      | 3   |     |     | 6     | 253.76                                   | 1,522.56     |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 301.60                                   | -            |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 312.00                                   | -            |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52                                   | -            |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 228.80                                   | -            |
| 41. GLUE, all purpose, 300 grams min.                                | jar             |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 37.43                                    | 112.29       |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97                                    | -            |
| 43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45                                    | -            |
| 44. INDEX CARD, 5" x 8", ruled both side, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84                                    | -            |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50                                    | -            |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68                                    | -            |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube                  | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54                                   | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09-12-2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                    | -            |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                    | -            |
| 52. MAP PIN, round head, 100s/box  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 53. MARKER, fluorescent, 3 colors/set                                    | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                    | -            |
| 54. MARKING PEN, whiteboard, black                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | 75.40        |
| 55. MARKING PEN, whiteboard, blue  | piece           |                      |     |       |       |     |      |      |     |      | 5   |     |     | 5     | 15.08                                    | 75.40        |
| 56. MARKING PEN, whiteboard, red   | piece           |                      |     |       |       |     |      |      |     |      | 5   |     |     | 5     | 15.08                                    | 75.40        |
| 57. MARKER, permanent, black   | piece           |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 15.08                                    | 45.24        |
| 58. MARKER, permanent, blue  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 59. MARKER, permanent, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 60. MARKING PEN, for transparency  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 61. NOTE BOOK, stenographer's, 40 leaves                                 | piece           |                      | 5   |       |       |     | 5    |      |     |      | 5   |     |     | 0     | 84.24                                    | -            |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 15    | 7.49                                     | 112.35       |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 52.00                                    | -            |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |
| 66. OIL, for general purpose, 120 mL                                     | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 31.20                                    | -            |
| 67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm               | ream            |                      | 50  |       |       |     | 50   |      |     |      | 50  |     |     | 0     | 30.99                                    | -            |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 150   | 104.80                                   | 15,720.00    |
| 70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm             | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 144.35                                   | -            |
| 73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 74. PAPER, thermal, 210mm x 30M, 1/2" core                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                    | -            |
| 75. PAPER, thermal, 216mm x 30M, 1/2" core                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                    | -            |
| 77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack                    | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 139.32                                   | -            |
| 78. PAPER FASTENER, for paper, metal, 50 sets/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                          | box             |                      | 5   |       |       |     |      |      |     |      | 5   |     |     | 5     | 82.04                                    | 410.20       |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             |                      | 5   |       |       |     |      |      |     |      |     |     |     | 5     | 15.60                                    | 78.00        |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 5     | 8.84                                     | 44.20        |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.89                                    | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 84. RECORD BOOK, 300 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      | 5   |     |     | 0     | 30.00                                    | -            |
| 85. RECORD BOOK, 500 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 5     | 50.44                                    | 252.20       |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                    | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                     | -            |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                    | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 132.68                                   | -            |



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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 94. RULER, plastic, 300mm                                     | piece           |                      |     |       |       |     | 2    |      |     |      |     |     |     | 2     | 3.64                                     | 7.28         |
| 95. RULER, plastic, 450mm                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 96. SIGN PEN, black   | piece           |                      | 10  |       |       |     | 10   |      |     |      |     |     |     | 0     | 41.48                                    | 1,244.40     |
| 97. SIGN PEN, blue  | piece           |                      | 10  |       |       |     | 10   |      |     |      | 10  |     |     | 30    | 41.48                                    | 1,244.40     |
| 98. SIGN PEN, red   | piece           |                      |     |       |       |     |      |      |     |      | 10  |     |     | 30    | 41.48                                    | 1,244.40     |
| 99. STAMP PAD INK, violet, 50mL                               | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.48                                    | -            |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                    | piece           |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 27.04                                    | 81.12        |
| 101. STAPLE WIRE, standard, #35                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.96                                    | -            |
| 102. TAPE, adding machine, GSP bond                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.98                                    | -            |
| 103. TAPE, masking, 24mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                    | -            |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      | 5   |       |       |     |      |      |     |      | 5   |     |     | 10    | 41.60                                    | 416.00       |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.82                                    | -            |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      | 8   |       |       |     |      |      |     |      | 5   |     |     | 13    | 10.87                                    | 141.31       |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.38                                    | -            |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl               | bundle          |                      |     |       |       |     | 2    |      |     |      |     |     |     | 2     | 19.24                                    | 38.48        |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl            | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                    | -            |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      |     |       |       |     | 8    |      |     |      |     |     |     | 0     | 87.36                                    | -            |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      | 2   |       |       |     |      |      |     |      |     |     |     | 8     | 61.15                                    | 489.20       |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 2     | 57.20                                    | 114.40       |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40                                   | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE DEVICES</b>                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 10.40                                    | 10.40        |
| 2. CUTTER, heavy duty   | piece           |                      |     |       |       |     | 5    |      |     |      |     |     |     | 5     | 27.04                                    | 135.20       |
| 3. PUNCHER, heavy duty  | piece           |                      |     |       |       |     | 2    |      |     |      |     |     |     | 2     | 114.40                                   | 228.80       |
| 4. SCISSORS, (6")   | pair            |                      |     |       |       |     | 3    |      |     |      |     |     |     | 3     | 18.72                                    | 56.16        |
| 5. SHARPENER, single cutterhead                               | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 147.35                                   | -            |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80                                   | -            |
| 7. STAPLER, heavy duty, standard                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 162.84                                   | -            |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      | 3   |       |       |     | 3    |      |     |      |     |     |     | 6     | 19.64                                    | 117.84       |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 40.23                                    | -            |
| 10. WASTE BASKET, plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.99                                    | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON JANITORIAL SUPPLIES</b>                             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                    | -            |
| 2. BROOM, soft (tambo)  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 3. BROOM, STICK (tingting)                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.76                                    | -            |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.32                                    | -            |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.16                                    | -            |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 23.92                                    | -            |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 26.00                                    | -            |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50                                   | -            |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |

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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 116.48                                   | -            |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 71.76                                    | -            |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                    | -            |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96                                   | -            |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 62.40                                    | -            |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.28                                    | -            |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>LEGAL SIZE PAPER</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. PAPER, bond, Premium Grade  | ream            |                      | 5   |       |       |     |      |      |     |      |     |     |     | 5     | 119.22                                   | 596.10       |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52                                    | -            |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02                                   | -            |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33                                   | -            |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE EQUIPMENT</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00                                 | -            |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92                                 | -            |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52                                 | -            |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12                                | -            |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52                                | -            |
| 6. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon                  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80                                 | -            |
| 7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60                                   | -            |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 341.12                                   | -            |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08                                   | -            |
| 10. CHAIR, monobloc, without armrest, beige/white  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00                                | -            |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 13. ELECTRIC FAN, with stand   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26                                 | -            |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40                                   | -            |
| 15. INDUSTRIAL FAN, 18" metal blade  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68                                   | -            |
| 16. FACSIMILE TRANSCEIVER, uses thermal paper  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20                                 | -            |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new                             | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48                                 | -            |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new                           | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80                                 | -            |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20                                | -            |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications                                  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96                                 | -            |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96                                 | -            |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80                                | -            |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20                                | -            |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20                                 | -            |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00                                | -            |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96                                | -            |
| 28. RADIO CASSETTE RECORDER, with AM/ FM Radio  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60                                 | -            |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00                                 | -            |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,038.40                                 | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>HANDBOOKS ON PROCUREMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for: |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| a. Procurement of Goods & Services, 110-115 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                    | -            |
| b. Procurement of Civil Works, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                    | -            |
| c. Procurement of Consulting Services, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                    | -            |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                    | -            |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                    | -            |
| HANDBOOK ON GENERIC PROCUREMENT  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                   | -            |
| MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume I (103 pages) - white color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| <b>OTHER CONSUMABLES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38                                   | -            |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,363.74                                 | -            |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12                                   | -            |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16                                 | -            |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16                                   | -            |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08                                 | -            |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86                                   | -            |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96                                 | -            |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 589.86                                   | -            |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 903.72                                   | -            |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 322.32                                   | -            |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66                                   | -            |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,122.00                                 | -            |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40                                 | -            |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 58. INK CARTRIDGE, Brother LC67HYH, yellow                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 59. INK CARTRIDGE, Brother LC 39BK, black                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36                                   | -            |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 61. INK CARTRIDGE, Brother LC 39C, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96                                 | -            |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70                                 | -            |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60                                 | -            |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40                                 | -            |
| 70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/C50/CX3100             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38                                 | -            |
| 72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/CX5100             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08                                 | -            |
| 73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68                                   | -            |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04                                   | -            |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** P5 Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66                                   | -            |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50                                   | -            |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 109. INK CARTRIDGE, Epson C13T11190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30                                   | -            |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 129. TONER CARTRIDGE, HP C3906F, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 130. TONER CARTRIDGE, HP CB435A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86                                 | -            |
| 131. TONER CARTRIDGE, HP CB436A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34                                 | -            |
| 132. TONER CARTRIDGE, HP CB540A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60                                 | -            |
| 133. TONER CARTRIDGE, HP CB541A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 134. TONER CARTRIDGE, HP CB542A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 135. TONER CARTRIDGE, HP CB543A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 136. TONER CARTRIDGE, HP CC364A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00                                 | -            |
| 137. TONER CARTRIDGE, HP CC530A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30                                 | -            |
| 138. TONER CARTRIDGE, HP CC531A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 139. TONER CARTRIDGE, HP CC532A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 140. TONER CARTRIDGE, HP CC533A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 141. TONER CARTRIDGE, HP CE250A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 142. TONER CARTRIDGE, HP CE251A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 143. TONER CARTRIDGE, HP CE252A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 144. TONER CARTRIDGE, HP CE253A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 145. TONER CARTRIDGE, HP CE255A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22                                 | -            |
| 146. TONER CARTRIDGE, HP CE260A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74                                 | -            |
| 147. TONER CARTRIDGE, HP CE261A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 148. TONER CARTRIDGE, HP CE262A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 149. TONER CARTRIDGE, HP CE263A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 150. TONER CARTRIDGE, HP CE278A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04                                 | -            |
| 151. TONER CARTRIDGE, HP CE285A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06                                 | -            |
| 152. TONER CARTRIDGE, HP CE505A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,590.40                                 | -            |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26                                 | -            |
| 154. TONER CARTRIDGE, HP Q6000A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08                                 | -            |
| 155. TONER CARTRIDGE, HP Q6001A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 156. TONER CARTRIDGE, HP Q6002A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 157. TONER CARTRIDGE, HP Q6003A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 158. TONER CARTRIDGE, HP Q6470A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28                                 | -            |
| 159. TONER CARTRIDGE, HP Q6471A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 160. TONER CARTRIDGE, HP Q6472A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 161. TONER CARTRIDGE, HP Q6473A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 162. TONER CARTRIDGE, HP Q7581A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 163. TONER CARTRIDGE, HP Q7582A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 164. TONER CARTRIDGE, HP Q7583A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80                                 | -            |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 169. TONER CARTRIDGE, Brother TN-2025                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00                                 | -            |
| 170. TONER CARTRIDGE, Brother TN-2130                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00                                 | -            |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00                                 | -            |
| 172. TONER CARTRIDGE, Lexmark X340A11G                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00                                 | -            |
| 173. TONER CARTRIDGE, Lexmark E360H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92                                | -            |
| 174. TONER CARTRIDGE, Lexmark E450A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06                                 | -            |
| 175. TONER CARTRIDGE, Lexmark T650A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20                                 | -            |
| 176. TONER CARTRIDGE, Lexmark T650H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70                                | -            |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02                                 | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92                                 | -            |
| 179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86                                 | -            |
| 180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08                                 | -            |
| 181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,211.98                                 | -            |
| 182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46                                 | -            |
| 184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78                                 | -            |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00                                | -            |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,987.00                                 | -            |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,805.00                                 | -            |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,768.50                                 | -            |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,978.40                                 | -            |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 449.80                                   | -            |
| 191. RIBBON CARTRIDGE, for OKI ML 1120   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,142.40                                 | -            |
| 193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,129.14                                 | -            |
| 194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.34                                   | -            |
| 195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 344.76                                   | -            |
| 196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,224.00                                 | -            |
| 197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/8000/8500 Black Ribbon (S015055) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,030.20                                 | -            |
| 199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 373.32                                   | -            |
| 200. PRINthead, HP 11, black, C4810A, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 201. PRINthead, HP 11, cyan, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 202. PRINthead, HP 11, magenta C4812A, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 203. PRINthead, HP 11 yellow, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 204. Photoconductor Kit, Lexmark PN 12A8302  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,120.80                                 | -            |
| 205. Photoconductor Kit, Lexmark PN E260X22G   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                 | -            |
| 206. Photoconductor Kit, Lexmark PN E250X22G   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,391.50                                 | -            |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>Office Equipment and Accessories</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| Toner for Panasonic KXFP 372 Fax Machine  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Scanner (Flatbed)   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| LCD   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| LCD Projector   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Vacuum Cleaner  |                 |                      |     |       |       |     |      |      | 1   |      |     |     |     | 1     | 27,820.00                                | 27,820.00    |
| Computer (Acer TRAVELMATE, Notebook Computer)   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | #VALUE!      |
| Voice Recorder (Sony ICD UX543F/B UX 4GB Series Digital)  |                 |                      |     |       |       |     |      |      | 2   |      |     |     |     | 2     | 29,995.00                                | 59,990.00    |
| MS Windows (Office Mac Home and Student 2011)   |                 |                      |     |       |       |     |      |      | 2   |      |     |     |     | 2     | 7,900.00                                 | 15,800.00    |
| 9   |                 |                      |     |       |       |     |      |      | 1   |      |     |     |     | 1     | 8,400.00                                 | 8,400.00     |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Office Supplies</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| A3 Paper (80 gsm)   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Tracing Paper 8.5" X 11" (60-65gsm)   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Audio and visual presentation and composing equipment</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Photographic or filming or video equipment</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

[illegible]



| Item & Specifications              | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|                                    |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Computer Supplies                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Computer Equipment and Accessories |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| *Other Categories                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| ***GRAND TOTAL: .....              |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

177,568.29

| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

*Imelda A. Larios*

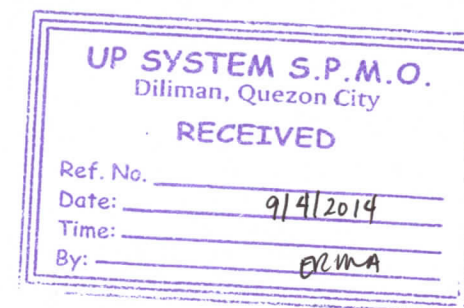
IMELDA A. LERIOS, Executive Assistant  
Property/Supply Officer

\_\_\_\_\_  
Accountant /  
Local Budget Officer

*[Signature]*  
Head of Office/Agency

Date Prepared: 31 July 2014

**UNIVERSITY OF THE PHILIPPINES SYSTEM**  
UP Diliman, Quezon City



**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION (OVPA)**

| CODE                    | GENERAL DESCRIPTION                                 | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|-------------------------|---|-------------------|---------------------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|                         |   |                   |                     | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 5216153<br>5-DV-<br>R01 | DIGITAL VOICE RECORDER,<br>MEMORY, 5GB (EXPANDABLE) | 1                 | 6,188.00            |                                    |     |     |     |     |     |      |     |      |     |     |     |
| 4511160<br>9-MM-<br>P01 | MULTIMEDIA PROJECTOR, 3000<br>MIN ANSI LUMENS, DLP  | 1                 | 18,616.00           |                                    |     |     |     |     |     |      |     |      |     |     |     |
| 4712170<br>2-WB-<br>P01 | WIRELESS N-ROUTER                                   | 1                 | 1,037.92            |                                    |     |     |     |     |     |      |     |      |     |     |     |
|                         | DESKTOP COMPUTER                                    | 3                 | 70,000.00           |                                    |     |     |     |     |     |      |     |      |     |     |     |
|                         | HP PRINTER DESKJET INK<br>ADVANTAGE 3525            | 3                 | 21,000.00           |                                    |     |     |     |     |     |      |     |      |     |     |     |
|                         | HP SCANNERJET 5000 SHEET-<br>FEED SCANNER           | 1                 | 60,000.00           |                                    |     |     |     |     |     |      |     |      |     |     |     |
|                         | <b>TOTAL AMOUNT</b>                                 |                   | <b>176,841.92</b>   |                                    |     |     |     |     |     |      |     |      |     |     |     |
|                         |   |                   |                     |                                    |     |     |     |     |     |      |     |      |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

*myelapan-todas*  
**MONA LIZA S. TODAS**  
Project Development Officer IV *js*

**Submitted By:**

*MA*  
**MARAGTAS S.V. AMANTE**  
Vice President for Administration



## ANNUAL PROCUREMENT PLAN FOR 2014

### For Common-Use Supplies and Equipment

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: UP System/Office of the Vice President for Administration (OVPA)  
Region: NCR

Region: NCR

Address: OVPA, G/F Quezon Hall, UP Diliman Campus, Q.C.

Contact Person: Mona Liza S. Todas  
Position: Project Development Officer IV  
E-mail : ovpa@up.edu.ph  
Telephone/Mobile Nos: 9250984

| Item & Specifications                         | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |       | ** PS Price Catalogue as of (03.09.2014 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |       |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| COMMON ELECTRICAL SUPPLIES                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| 1. BALLAST, 18 watts                          | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| 2. BALLAST, 36 watts                          | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 72.70 | 72.70                                     |              |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet  | packet          | 5                    |     |       | 5     |     |      | 5    |     |      | 5   |     |     | 1     | 71.03 | 71.03                                     |              |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet          | 5                    |     |       | 5     |     |      | 5    |     |      | 5   |     |     | 20    | 15.39 | 307.80                                    |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 20    | 14.46 | 289.20                                    |              |

|   |        |    |  |    |  |    |  |    |  |    |  |     |        |          |
|---|--------|----|--|----|--|----|--|----|--|----|--|-----|--------|----------|
| 5. COMPACT FLUORESCENT LIGHT, 18 watts          | piece  | 8  |  | 8  |  | 8  |  | 8  |  | 8  |  | 32  | 99.74  | 3,191.68 |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>     |        |    |  |    |  |    |  |    |  |    |  |     |        |          |
| 1. DVD RE-WRITABLE, 4x speed, 4.7GB capacity    | piece  | 30 |  | 30 |  | 30 |  | 30 |  | 30 |  | 120 | 21.11  | 2,533.20 |
| 2. FLASH DRIVE, 16GB, USB 2.0, plug and play    | piece  |    |  | 6  |  |    |  | 6  |  |    |  | 12  | 382.72 | 4,592.64 |
| 3. FLASH DRIVE, 8GB, USB 2.0, plug and play     | piece  |    |  | 6  |  |    |  | 6  |  |    |  | 12  | 287.04 | 3,444.48 |
| 4. INK CARTRIDGE, HP CB314A (HP 900), black     | cart   | 7  |  | 7  |  | 7  |  | 7  |  | 7  |  | 28  | 261.04 | 7,309.12 |
| 5. INK CARTRIDGE, HP CB315A (HP 900), tri-color | cart   | 6  |  | 6  |  | 6  |  | 6  |  | 6  |  | 24  | 353.60 | 8,486.40 |
| <b>ADDITIONAL (NOT PHILGEPS LIST)</b>           |        |    |  |    |  |    |  |    |  |    |  |     |        |          |
| 6. INK CARTRIDGE, HP CZ123AA, BLACK             | cart   | 6  |  | 6  |  | 6  |  | 6  |  | 6  |  | 24  | 400.00 | 9,600.00 |
| 7. INK CARTRIDGE, HP CZ123AA, MAGENTA           | cart   | 6  |  | 6  |  | 6  |  | 6  |  | 6  |  | 24  | 300.00 | 7,200.00 |
| 8. INK CARTRIDGE, HP CZ123AA, CYAN              | cart   | 6  |  | 6  |  | 6  |  | 6  |  | 6  |  | 24  | 300.00 | 7,200.00 |
| 9. INK CARTRIDGE, HP CZ123AA, YELLOW            | cart   | 6  |  | 6  |  | 6  |  | 6  |  | 6  |  | 24  | 300.00 | 7,200.00 |
| <b>COMMON OFFICE SUPPLIES</b>                   |        |    |  |    |  |    |  |    |  |    |  |     |        |          |
| 1. ALCOHOL, 70%, ethyl                          | bottle | 20 |  | 20 |  | 20 |  | 20 |  | 20 |  | 80  | 37.26  | 2,980.80 |
| 2. AUDIO CASSETTE TAPE, 90min. recording time   | piece  | 15 |  | 15 |  | 15 |  | 15 |  | 15 |  | 60  | 22.88  | 1,372.80 |
| 3. CLIP, backfold, 25mm, 12s/box                | box    | 3  |  | 3  |  | 3  |  | 3  |  | 3  |  | 12  | 10.92  | 131.04   |
| 4. CLIP, backfold, 50mm, 12s/box                | box    | 3  |  | 3  |  | 3  |  | 3  |  | 3  |  | 12  | 43.68  | 524.16   |
| 5. CLIP, backfold, 19mm, 12s/box                | box    | 3  |  | 3  |  | 3  |  | 3  |  | 3  |  | 12  | 7.28   | 87.36    |
| 6. CLIP, backfold, 32mm, 12s/box                | box    | 3  |  | 3  |  | 3  |  | 3  |  | 3  |  | 12  | 16.33  | 195.96   |
| 7. DATA FILE BOX, (5"x9"x15-3/4")               | box    | 5  |  | 5  |  | 5  |  | 5  |  | 5  |  | 20  | 69.73  | 1,394.60 |

|   |        |    |  |  |    |  |  |    |  |  |    |  |  |     |        |          |
|---|--------|----|--|--|----|--|--|----|--|--|----|--|--|-----|--------|----------|
| 8. ENVELOPE, documentary (10"x15"), 500s/box            | box    | 1  |  |  |    |  |  |    |  |  |    |  |  | 1   | 507.40 | 507.40   |
| 9. ENVELOPE, expanding, kraft, legal size, 100s/box     | box    | 1  |  |  |    |  |  | 1  |  |  |    |  |  | 2   | 600.88 | 1,201.76 |
| 10. ENVELOPE, mailing white, 500s/box                   | box    | 1  |  |  |    |  |  |    |  |  |    |  |  | 1   | 139.36 | 139.36   |
| 11. ENVELOPE, documentary, A4, 500s/box                 | box    | 1  |  |  |    |  |  |    |  |  |    |  |  | 1   | 403.52 | 403.52   |
| 12. FOLDER, tagboard, A4 size, 100s/box                 | pack   | 3  |  |  | 3  |  |  | 3  |  |  | 3  |  |  | 12  | 243.82 | 2,925.84 |
| 13. FOLDER, tagboard, Legal4 size, 100s/box             | pack   | 3  |  |  | 3  |  |  | 3  |  |  | 3  |  |  | 12  | 243.82 | 2,925.84 |
| 14. FOLDER, morocco/fancy, A4 size, 50s/pack            | bundle | 1  |  |  |    |  |  |    |  |  |    |  |  | 1   | 299.98 | 299.98   |
| 15. FOLDER, clear plastic, L-type, A4 size, 50s/pack    | pack   | 1  |  |  |    |  |  |    |  |  |    |  |  | 1   | 154.96 | 154.96   |
| 16. FOLDER, clear plastic, L-type, legal size, 50s/pack | pack   | 2  |  |  | 2  |  |  | 2  |  |  | 2  |  |  | 8   | 175.76 | 1,406.08 |
| 17. MARKING PEN, whiteboard, black                      | piece  | 2  |  |  | 2  |  |  | 2  |  |  | 2  |  |  | 8   | 11.80  | 94.40    |
| 18. MARKING PEN, whiteboard, blue                       | piece  | 2  |  |  | 2  |  |  | 2  |  |  | 2  |  |  | 8   | 11.80  | 94.40    |
| 19. MARKING PEN, whiteboard, red                        | piece  | 2  |  |  | 2  |  |  | 2  |  |  | 2  |  |  | 8   | 11.80  | 94.40    |
| 20. MARKER, permanent, black                            | piece  | 5  |  |  | 5  |  |  | 5  |  |  | 5  |  |  | 20  | 12.15  | 243.00   |
| 21. MARKER, permanent, blue                             | piece  | 5  |  |  | 5  |  |  | 5  |  |  | 5  |  |  | 20  | 12.15  | 243.00   |
| 22. MARKER, permanent, red                              | piece  | 5  |  |  | 5  |  |  | 5  |  |  | 5  |  |  | 20  | 12.15  | 243.00   |
| 23. NOTE BOOK, stenographer's, 40 leaves                | piece  | 10 |  |  | 10 |  |  | 10 |  |  | 10 |  |  | 40  | 8.84   | 353.60   |
| 24. NOTE PAD, (3"x3"), 100 sheets/pad                   | pad    | 30 |  |  | 30 |  |  | 30 |  |  | 30 |  |  | 120 | 38.15  | 4,578.00 |
| 25. NOTE PAD, (3"x4"), 100 sheets/pad                   | pad    | 30 |  |  | 30 |  |  | 30 |  |  | 30 |  |  | 120 | 53.96  | 6,475.20 |
| 26. NOTE PAD, (2"x3"), 100 sheets/pad                   | pad    | 30 |  |  | 30 |  |  | 30 |  |  | 30 |  |  | 120 | 31.18  | 3,741.60 |



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|  |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
|--|--------|---|--|--|---|--|--|---|--|--|---|--|--|----|--------|------------|
| 1. BROOM, soft (tambo)                                 | piece  | 1 |  |  | 1 |  |  | 1 |  |  | 1 |  |  | 4  | 104.00 | 416.00     |
| 2. DUST PAN, non-rigid plastic, with detachable handle | piece  | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 36.28  | 36.28      |
| 3. FLOOR WAX, liquid type, 3.75L                       | can    | 1 |  |  | 1 |  |  | 1 |  |  | 1 |  |  | 4  | 370.50 | 1,482.00   |
| 4. INSECTICIDE, 600mL (420g) /can                      | can    | 3 |  |  | 3 |  |  | 3 |  |  | 3 |  |  | 12 | 117.52 | 1,410.24   |
| 5. TOILET BOWL & URINAL CLEANER, 900ml                 | bottle | 4 |  |  | 4 |  |  | 4 |  |  | 4 |  |  | 16 | 41.60  | 665.60     |
|  |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
|  |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
| <b>LEGAL SIZE PAPER</b>                                |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
| 1. PAPER, multicopy, legal, for laser printing         | ream   | 3 |  |  | 3 |  |  | 3 |  |  | 3 |  |  | 12 | 174.72 | 2,096.64   |
|  |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
|  |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
| ***GRAND TOTAL: .....                                  |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
| TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....  |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        |            |
| APPROVED BUDGET: .....                                 |        |   |  |  |   |  |  |   |  |  |   |  |  |    |        | 126,846.17 |

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

*Mona Liza S. Todas*  
MONA LIZA S. TODAS

Project Development Officer IV

Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Accountant /

Local Budget Officer

Approved:

*Maragtas S.V. Amante*  
MARAGTAS S.V. AMANTE

Vice President for Administration

Head of Office/Agency

Date Prepared:

**UNIVERSITY OF THE PHILIPPINES**

Diliman, Quezon City 1101, Philippines

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) - 2014**

**END-USER/UNIT: Office of the Vice President for Development (OVPD)**

| CODE | GENERAL DESCRIPTION                               | QUANTITY/<br>SIZE                                  | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|---|--|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |   |  |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Appraisal Services                                | 2 comparative valuations per project - 10 projects | PHP 1,000,000       |                                  | 1   | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   |     |
|      | Consultancy Services                              | Technical Studies - 5 projects                     | 2,000,000           |                                  | 1   |     | 1   |     | 1   |      | 1   |      | 1   |     |     |
|      | Desktop Computer                                  | Set - 3 sets                                       | 300,000             |                                  |     |     |     |     |     | 1    |     | 1    |     | 1   |     |
|      | Laptop Computer                                   | Unit - 6 units                                     | 600,000             |                                  |     |     |     |     | 1   | 1    | 1   | 1    | 1   | 1   |     |
|      | Titling/ Land Registration                        | Per Project - 10 projects                          | 3,000,000           |                                  | 1   | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   |     |
|      | Development Land Lease, Design-and-Build Projects | Per Project (Bidding) - 6 projects                 | 24,000,000          |                                  |     |     |     |     | 1   | 1    | 1   | 1    | 1   | 1   |     |
|      | Office Application Software                       | Per Package - 5 packages (approx.)                 | 1,000,000           |                                  |     |     |     |     |     | 1    | 1   | 1    | 1   | 1   |     |
|      | ICT and Other Office Equipment                    | Per unit - 5 units (approx.)                       | 1,000,000           |                                  |     |     |     |     |     | 1    | 1   | 1    | 1   | 1   |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:



**EDMUNDO A. CAMELLO**  
College Business Manager III

Submitted By:



**ELVIRA A. ZAMORA**  
Vice President for Development

deb by:  
na olic  
7/31/14



## ANNUAL PROCUREMENT PLAN FOR 2014

### For Common-Use Supplies and Equipment

### INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT  
Region: NCR  
Address: 3rd Floor, University of the Philippines, Administration Building  
UP Diliman, Quezon City

Contact Person: Nelda G. Gutierrez  
Position: Administrative Officer IV  
E-mail : nggutierrez14@gmail.com  
Telephone/Mobile Nos: 9282888

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| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| COMMON COMPUTER SUPPLIES/CONSUMABLES   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 520.00                                   | -            |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box                            | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 818.48                                   | -            |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 581.67                                   | -            |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sheets/box                            | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 951.08                                   | -            |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sheets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 480.48                                   | -            |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 778.96                                   | -            |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sheets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 338.00                                   | -            |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.80                                   | -            |
| 9. COMPACT DISK CASE, 50 CDs capacity  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.84                                    | -            |
| 10. COMPACT DISK DRIVE CLEANER   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.22                                    | -            |
| 1. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.79                                     | -            |
| 2. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.62                                    | -            |
| 3. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       | 20    |     |      |      |     |      |     |     |     | 20    | 11.70                                    | 234.00       |
| 4. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           |                      |     |       | 20    |     |      |      |     |      |     |     |     | 20    | 19.96                                    | 399.20       |
| 5. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           |                      |     |       | 12    |     |      |      |     |      |     |     |     | 12    | 292.08                                   | 3,504.96     |
| 6. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           |                      |     |       | 12    |     |      |      |     |      |     |     |     | 12    | 468.00                                   | 5,616.00     |
| 7. INK CARTRIDGE, HP 51645A (HP 45)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,216.86                                 | -            |
| 8. INK CARTRIDGE, HP C6615DA (HP 15)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,149.54                                 | -            |
| 9. INK CARTRIDGE, HP C1823DA (HP 23)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,489.20                                 | -            |
| 10. INK CARTRIDGE, HP C6625A (HP 17)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,250.52                                 | -            |
| 1. INK CARTRIDGE, HP C6578A/D (HP 78)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                 | -            |
| 2. INK CARTRIDGE, HP C6614D (HP 20)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,344.36                                 | -            |
| 3. INK CARTRIDGE, HP C4844A (HP 10)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,402.50                                 | -            |
| 4. INK CARTRIDGE, HP C8727AA (HP 27)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 743.58                                   | -            |
| 5. INK CARTRIDGE, HP C8728AA (HP 28)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 873.12                                   | -            |
| 6. INK CARTRIDGE, HP C6656AA (HP 56)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 810.90                                   | -            |
| 7. INK CARTRIDGE, HP C6657AA (HP 57)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                 | -            |
| 8. INK CARTRIDGE, HP C9351AA (HP 21)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 615.06                                   | -            |
| 9. INK CARTRIDGE, HP C9352AA (HP 22)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 708.90                                   | -            |
| 10. INK CARTRIDGE, HP C8765WA (HP 94)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 820.08                                   | -            |
| 1. INK CARTRIDGE, HP C8766WA (HP 95)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 2. INK CARTRIDGE, HP C9361WA (HP 93)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 787.44                                   | -            |
| 3. INK CARTRIDGE, HP C9362WA (HP 92)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 4. INK CARTRIDGE, HP CB314A (HP 900), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 256.02                                   | -            |
| 5. INK CARTRIDGE, HP CB315A (HP 900), tri-color  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 329.46                                   | -            |
| 6. INK CARTRIDGE, Epson TO17   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7. INK CARTRIDGE, Epson TO18   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8. INK CARTRIDGE, Lexmark # 27, colored  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 9. INK CARTRIDGE, Lexmark # 17, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 0. INK CARTRIDGE, Epson TO38                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 1. INK CARTRIDGE, Epson TO39                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 2. MOUSE, optical, USB conection type                            | piece           |                      |     |       |       | 2   |      |      |     |      |     |     |     | 2     | 197.60                                   | 395.20       |
| 3. TONER CARTRIDGE, HP C3906A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 4. TONER CARTRIDGE, HP C3903A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 5. TONER CARTRIDGE, HP C4092A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 6. TONER CARTRIDGE, HP C4096A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 7. TONER CARTRIDGE, HP C7115A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 8. TONER CARTRIDGE, HP 92298A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 9. TONER CARTRIDGE, HP C4127X                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 0 TONER CARTRIDGE, HP Q2613X                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 1. TONER CARTRIDGE, HP Q2612A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 2. TONER CARTRIDGE, HP Q5942A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 3. TONER CARTRIDGE, HP Q6511A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 4. TONER CARTRIDGE, HP C9720A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 5. TONER CARTRIDGE, HP C9721A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 6. TONER CARTRIDGE, HP C9722A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 7. TONER CARTRIDGE, HP C9723A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 8. TONER CARTRIDGE, HP Q1338A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 9. TONER CARTRIDGE, HP Q2610A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 0. TONER CARTRIDGE, HP Q3960A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 1. TONER CARTRIDGE, HP Q3961A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 2. TONER CARTRIDGE, HP Q3962A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 3. TONER CARTRIDGE, HP Q3963A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 4. TONER CARTRIDGE, HP Q5949A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 5. TONER CARTRIDGE, HP Q7553A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 6. TONER CARTRIDGE, Lexmark 34217HR(12A8400)                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 7. TONER CARTRIDGE, Lexmark 1382920                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 8. TONER CARTRIDGE, Brother TN3060                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 9. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 0. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 1. TONER CARTRIDGE, Samsung ML-2250D5                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 2. TONER CARTRIDGE, Samsung ML-2010D3                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 3. TONER CARTRIDGE, Kyocera TK-120                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 4. RIBBON, Epson RN 8755   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 5. RIBBON, Epson RN 8750   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 6. RIBBON, Epson RN 7754   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 7. RIBBON, Epson RN SO 15083/SO 15086                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 8. RIBBON, Epson RN SO 15327                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| <b>COMMON OFFICE SUPPLIES</b>                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| ACETATE, gauge #3, 50m in length                                 | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| AIR FRESHENER, 280mL/can   | can             |                      | 2   |       |       |     |      | 2    |     |      |     |     |     | 4     | 92.56                                    | 370.24       |
| ALCOHOL, 70%, ethyl  | bottle          |                      | 6   |       |       |     |      | 6    |     |      |     |     |     | 12    | 37.70                                    | 452.40       |
| AUDIO CASSETTE TAPE, gomin. recording time                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                    | -            |
| TAPE, blank, for micro-cassette recorder, 60 mins. recording ime | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50                                    | -            |
| CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44                                   | -            |
| CARBON FILM, polyethylene, 216mm x 330mm, 100s/box               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00                                   | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 1. CARTOLINA, assorted color, 20s/pack                        | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80                                    | -            |
| 1. CARTOLINA, white, 20s/pack                                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 0. CHALK, white, dustless, 100 pcs/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81                                    | -            |
| 1. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.42                                     | -            |
| 2. CLIP, backfold, 25mm, 12s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                    | -            |
| 3. CLIP, backfold, 50mm, 12s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                    | -            |
| 4 CLIP, backfold, 19mm, 12s/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7.54                                     | -            |
| 5. CLIP, backfold, 32mm, 12s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.42                                    | -            |
| 6. COLUMNAR PAD, 4 cols, 50 gsm min.                          | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84                                    | -            |
| 7. COLUMNAR PAD, 14 cols, 50 gsm min.                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 8. COLUMNAR PAD, 16 cols, 50 gsm min.                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 9. COLUMNAR PAD, 18 cols, 50 gsm min.                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 0. COLUMNAR NOTEBOOK, 12 cols                                 | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 1. CORRECTION FLUID, water based, min 15mL.                   | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9.82                                     | -            |
| 2. DATA FILE BOX, (5"x9"x15-3/4")                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.47                                    | -            |
| 3. DATA FOLDER, w/ finger ring, (3" x 9" x 15")               | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07                                    | -            |
| 4. ENVELOPE, documentary (10"x15"), 500s/box                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 560.56                                   | -            |
| 5. ENVELOPE, expanding, kraft, legal size, 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 675.86                                   | -            |
| 6. ENVELOPE, mailing white, 500s/box                          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 159.78                                   | -            |
| 7. ENVELOPE, mailing white with window, 500s                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58                                   | -            |
| 8. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 9. ENVELOPE, expanding, plastic, legal size                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81                                    | -            |
| 0. ENVELOPE, documentary, A4, 500s/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 526.24                                   | -            |
| 1. ERASER, blackboard/whiteboard                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 2. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68                                     | -            |
| 3. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 4. FOLDER, pressboard, plain, legal, 100s/box                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64                                   | -            |
| 5. FOLDER, tagboard, legal size, 100s/box                     | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 413.92                                   | -            |
| 6. FOLDER, tagboard, A4 size, 100s/box                        | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 253.76                                   | -            |
| 7. FOLDER, morocco/fancy, legal size, 50s/pack                | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 301.60                                   | -            |
| 8. FOLDER, morocco/fancy, A4 size, 50s/pack                   | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 312.00                                   | -            |
| 9. FOLDER, clear plastic, L-type, A4 size, 50s/pack           | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52                                   | -            |
| 0. FOLDER, clear plastic, L-type, legal size, 50s/pack        | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 228.80                                   | -            |
| 1. GLUE, all purpose, 300 grams min.                          | jar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.43                                    | -            |
| 2. ILLUSTRATION BOARD, (30"x40"), 2 ply                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97                                    | -            |
| 3. INDEX CARD, 3"x 5", ruled both sides, 500s/pack            | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45                                    | -            |
| 4. INDEX CARD, 5" x 8", ruled both side, 500s/pack            | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84                                    | -            |
| 5. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50                                    | -            |
| 6. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68                                    | -            |
| 7. INDEX TAB, self-adhesive, 5 sets/box                       | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 8. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube            | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 9. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle              | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54                                   | -            |
| 0. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                    | -            |
| 1. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                    | -            |
| 2. MAP PIN, round head, 100s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 3. MARKER, fluorescent, 3 colors/set                          | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                    | -            |
| 4. MARKING PEN, whiteboard, black                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 5. MARKING PEN, whiteboard, blue  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |
| 6. MARKING PEN, whiteboard, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |
| 7. MARKER, permanent, black   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 8. MARKER, permanent, blue  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 9. MARKER, permanent, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 10. MARKING PEN, for transparency                                       | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24                                    | -            |
| 11. NOTE BOOK, stenographer's, 40 leaves                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7.49                                     | -            |
| 12. NOTE PAD, (3"x3"), 100 sheets/pad                                   | pad             |                      | 10  |       |       |     |      |      | 5   |      |     |     |     | 15    | 36.40                                    | 546.00       |
| 13. NOTE PAD, (3"x4"), 100 sheets/pad                                   | pad             |                      | 10  |       |       |     |      |      | 5   |      |     |     |     | 15    | 52.00                                    | 780.00       |
| 14. NOTE PAD, (2"x2"), 400 sheets/pad                                   | pad             |                      | 10  |       |       |     |      |      | 5   |      |     |     |     | 15    | 112.32                                   | 1,684.80     |
| 19. NOTE PAD, (2"x3"), 100 sheets/pad                                   | pad             |                      | 10  |       |       |     |      |      |     |      |     |     |     | 10    | 31.20                                    | 312.00       |
| 16. OIL, for general purpose, 120 mL                                    | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.99                                    | -            |
| 17. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm               | ream            |                      | 20  |       |       |     |      |      | 10  |      |     |     |     | 30    | 104.80                                   | 3,144.00     |
| 18. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                 | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 10. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 1. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      | 5   |       |       |     |      |      | 5   |      |     |     |     | 10    | 144.35                                   | 1,443.50     |
| 2. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm                | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 3. PAPER, ruled pad,216mmx330mm, 90 sheets/pad                          | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                    | -            |
| 4. PAPER, thermal,210mmx30M, 1/2" core                                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 5. PAPER, thermal, 216mmx30M, 1/2" core                                 | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                    | -            |
| 6. PAPER,multicopy, 210mm x 297mm(A4), 80gsm                            | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 139.32                                   | -            |
| 7. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack                      | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 8.PAPER FASTENER, for paper, metal, 50 sets/box                         | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 82.04                                    | -            |
| 9.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box                          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                    | -            |
| 10. PAPER CLIP, gem type, 32mm, 100s/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.84                                     | -            |
| 11. PENCIL, lead, w/eraser, one(1) dozen per box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.89                                    | -            |
| 12. PENCIL, mechanical, for 0.5mm lead                                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 13. PUSH PIN, flat head type, assorted colors, 100s/box                 | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.00                                    | -            |
| 14. RECORD BOOK, 300 pages, smyth sewn                                  | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.44                                    | -            |
| 15. RECORD BOOK, 500 pages, smyth sewn                                  | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| 16. RIBBON, nylon, manual typewriter                                    | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                    | -            |
| 17. RIBBON, nylon, for Kitano Bundy Clock                               | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 18. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 19. RING BINDER, (1/2"x44"), plastic                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                     | -            |
| 10. RING BINDER, (3/4"x44"), plastic                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 11. RING BINDER, (1" x 44"), plastic                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 12. RING BINDER, (2" x 44"), plastic                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                    | -            |
| 13. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or pprox 220pcs | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 132.68                                   | -            |
| 14. RULER, plastic, 300mm   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.64                                     | -            |
| 15. RULER, plastic, 450mm   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 16. SIGN PEN, black   | piece           |                      | 12  |       |       |     |      |      |     |      |     |     |     | 12    | 41.48                                    | 497.76       |
| 17. SIGN PEN, blue  | piece           |                      | 12  |       |       |     |      |      |     |      |     |     |     | 12    | 41.48                                    | 497.76       |
| 18. SIGN PEN, red   | piece           |                      | 12  |       |       |     |      |      |     |      |     |     |     | 12    | 41.48                                    | 497.76       |
| 19. STAMP PAD INK, violet, 50mL   | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 27.04                                    | -            |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.96                                    | -            |
| 101. STAPLE WIRE, standard, #35   | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.98                                    | -            |
| 102. TAPE, adding machine, GSP bond                                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                    | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 03. TAPE, masking, 24mm, 50 meters length                          | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                    | -            |
| 04. TAPE, masking, 48mm, 50 meters length                          | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.82                                    | -            |
| 05. TAPE, transparent, 24mm, 50 meters                             | roll            |                      | 4   |       |       |     |      |      |     |      |     |     |     | 4     | 10.87                                    | 43.48        |
| 06. TAPE, transparent, 48mm, 50 meters                             | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.38                                    | -            |
| 07. TAPE, packaging, 48mm, 50 meters length                        | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.24                                    | -            |
| 08. TIME CARD, for Amano Bundy Clock,100s/bndl                     | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                    | -            |
| 09. TIME CARD, for Kitano Time Recorder,100s/bndl                  | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36                                    | -            |
| 10. TOILET TISSUE, 12 rolls/pack                                   | pack            |                      | 20  |       |       |     |      |      | 20  |      |     |     |     | 40    | 61.15                                    | 2,446.00     |
| 11. TWINE, plastic, one kilo per roll                              | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 12. WRAPPING PAPER, kraft, 65gsm, approx. 40m                      | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40                                   | -            |
| <b>COMMON OFFICE DEVICES</b>                                       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| . BLADE, heavy duty cutter(L500), 10 pcs./pack                     | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.40                                    | -            |
| . CUTTER, heavy duty   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 27.04                                    | -            |
| . PUNCHER, heavy duty  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 114.40                                   | -            |
| . SCISSORS, (6")   | pair            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.72                                    | -            |
| . SHARPENER, single cutterhead                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 147.35                                   | -            |
| . STAMPING DATER, self-inking stamp                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80                                   | -            |
| . STAPLER, heavy duty, standard                                    | piece           |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 162.84                                   | 325.68       |
| . STAPLE REMOVER, twin jaws  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| . TAPE DISPENSER, heavy duty, for 24mm(1")                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 40.23                                    | -            |
| o. WASTE BASKET, plastic   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.99                                    | -            |
| <b>COMMON JANITORIAL SUPPLIES</b>                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| . BATHROOM SOAP, 70gms.  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                    | -            |
| . BROOM, soft (tambo)  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| . BROOM, STICK (tingting)  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.76                                    | -            |
| . CLEANSER, powder, 350gms.  | canister        |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.32                                    | -            |
| . DETERGENT POWDER, all purpose, 500gms.                           | pouch           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.16                                    | -            |
| . DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar       | bar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 23.92                                    | -            |
| . DISINFECTANT SPRAY, 400 grams net content                        | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| . DUST PAN, non-rigid plastic, with detachable handle              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 26.00                                    | -            |
| . FLOOR WAX, paste, natural, 2kgs.                                 | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| o. FLOOR WAX, paste, red, 2kgs.                                    | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 1. FLOOR WAX, liquid type, 3.75L                                   | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50                                   | -            |
| 2. FURNITURE CLEANER, 300mL/can min                                | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |
| 3. INSECTICIDE, 600mL (420g) /can                                  | can             |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 116.48                                   | 232.96       |
| 4. MOPHANDLE, screw type, wooden handle                            | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 5. MOPHEAD, 100% rayon, 400g                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 71.76                                    | -            |
| 6. RAG, COTTON, (7") in diameter                                   | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                    | -            |
| 7. SCOURING PAD, economy size                                      | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96                                   | -            |
| 8. TOILET BOWL & URINAL CLEANER, 900ml                             | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 62.40                                    | -            |
| 9. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, pcs/pack | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.28                                    | -            |
| o. TRASHBAG, plastic, black, (XL)                                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                   | -            |



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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| LEGAL SIZE PAPER   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| . PAPER, bond, Premium Grade   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.22                                   | -            |
| . PAPER, mimeo, Groundwood   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52                                    | -            |
| . PAPER, mimeo, Whitewove  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02                                   | -            |
| . PAPER, for PPC   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33                                   | -            |
| . PAPER, multicopy, legal, for laser printing  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72                                   | -            |
| COMMON OFFICE EQUIPMENT  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| . AIRPOT, 4.0 liters, w/ dispenser   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00                                 | -            |
| . FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92                                 | -            |
| . FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52                                 | -            |
| . FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12                                | -            |
| . FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52                                | -            |
| ... CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80                                 | -            |
| . CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60                                   | -            |
| i. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 341.12                                   | 682.24       |
| i. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08                                   | -            |
| o. CHAIR, monobloc, without armrest,beige/white  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 1. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00                                | -            |
| 2. ELECTRIC FAN, orbit type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26                                 | -            |
| 3. ELECTRIC FAN, with stand  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40                                   | -            |
| 4. ELECTRIC FAN, wall type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68                                   | -            |
| 5. INDUSTRIAL FAN, 18" metal blade   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84                                   | -            |
| 6. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20                                 | -            |
| 7. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48                                 | -            |
| 8. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80                                 | -            |
| 9. MULTIMEDIA PROJECTOR, 2000 ansi Lumens,   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20                                | -            |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 0. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications                                 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96                                 | -            |
| 1. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96                                 | -            |
| 2. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80                                | -            |
| 3. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20                                | -            |
| 4. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 5. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250                                   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20                                 | -            |
| 6. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00                                | -            |
| 7. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96                                | -            |
| 8. RADIO CASSETTE RECORDER, with AM/FM Radio  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60                                 | -            |
| 9. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00                                 | -            |
| 0. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,038.40                                 | -            |
| <b>HANDBOOKS ON PROCUREMENT</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 11-1/2" x 11", offset printing, one color print, laminated romcote cover, newsprint inside pages, perfect binding for:                      |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. Procurement of Goods & Services, 110-115 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                    | -            |
| 2. Procurement of Civil Works, 139-149 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                    | -            |
| 3. Procurement of Consulting Services, 139-149 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                    | -            |
| 4. Sample Forms, 8-1/4" x 11-3/4", 328 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                    | -            |

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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                    | -            |
| HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows: | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                   | -            |
| Volume I (103 pages) - white color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| OTHER CONSUMABLES  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38                                   | -            |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,363.74                                 | -            |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12                                   | -            |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16                                 | -            |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16                                   | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 8. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 9. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 0. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08                                 | -            |
| 1. INK CARTRIDGE, HP CC643WA (HP 60), tricolor, 13 ml                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86                                   | -            |
| 2. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor, 11 ml                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96                                 | -            |
| 3. INK CARTRIDGE, HP CC653AA (HP 901), black officejet, 4 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 589.86                                   | -            |
| 4. INK CARTRIDGE, HP CC656AA (HP 901), tricolor officejet, 9 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 903.72                                   | -            |
| 5. INK CARTRIDGE, HP CC660AA (HP702), black, 20 ml                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 6. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 7. INK CARTRIDGE, HP CD888AA (HP 703), tricolor deskjet                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 322.32                                   | -            |
| 8. INK CARTRIDGE, HP CD971AA (HP 920), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66                                   | -            |
| 9. INK CARTRIDGE, HP CD972AA (HP920XL), cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 0. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 1. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 2. INK CARTRIDGE, HP CD975AA (HP920XL), black                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,122.00                                 | -            |
| 3. INK CARTRIDGE, HP CN692AA (HP 704), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 4. INK CARTRIDGE, HP CN693AA (HP704), tricolor                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 5. INK CARTRIDGE, Brother LC67HYBK, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40                                 | -            |
| 6. INK CARTRIDGE, Brother LC67HYC, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 7. INK CARTRIDGE, Brother LC67HYM, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 8. INK CARTRIDGE, Brother LC67HYY, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 9. INK CARTRIDGE, Brother LC 39BK, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36                                   | -            |
| 0. INK CARTRIDGE, Brother LC 39Y, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 1. INK CARTRIDGE, Brother LC 39C, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 2. INK CARTRIDGE, Brother LC 39M, magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 3. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 6. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96                                 | -            |
| 7. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70                                 | -            |
| 8. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60                                 | -            |
| 9. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40                                 | -            |
| 0. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus 60/CX3100             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32                                 | -            |
| 1. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus 60/ C50/ CX3100       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38                                 | -            |
| 2. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus 80/C82/ CX5100        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08                                 | -            |
| 3. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus 80                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 4. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 5. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus 80                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 6. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus 41SX/UX               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 7. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus 41SX/UX (Double Pack) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68                                   | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 8. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus 41SX/UX  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 9. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus 82/CX5100   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 10. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus 82/CX5100   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 11. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus 82/CX5100  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 12. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus 63/C83  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04                                   | -            |
| 13. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus 63/C83   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 14. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus 63/C83  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 15. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus 63/C83   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 16. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 17. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 18. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 19. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 20. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 21. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 22. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 23. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 24. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 25. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus 40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66                                   | -            |
| 26. INK CARTRIDGE, Epson C13T103290, Cyan, for printer Stylus 40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 27. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus 40W/TX600FW                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 28. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus 40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 29. INK CARTRIDGE, Epson C13T104190, black, for printer C110, X7300/8300, TX200/400, Pigment High Cap              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 30. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, X7300/8300, TX200/400 Pigment High Cap - Double Pack | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 01. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus '10/T11/ T13/ '30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 02. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus '10/T11/ T13/ '30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 03. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus '10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ X210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 04. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus '10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ X210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 05. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ '13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 06. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ '13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 07. INK CARTRIDGE, Epson C13T107390, Magenta, for printer '10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 08. INK CARTRIDGE, Epson C13T107490, Yellow, for printer '10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 09. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 10. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 11. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 12. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 13. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |



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|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 14. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/290/390/RX590, High Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 15. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 16. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 17. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 18. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 19. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 20. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 21. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F-41   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 22. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F-41  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 23. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 2/320/620F-141                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 24. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 2/320/620F-141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 25. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 160FWD/900WD-143                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30                                   | -            |
| 26. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/900WD-143                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 27. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/900WD-143                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 28. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/900WD-143                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 29. TONER CARTRIDGE, HP C3906F, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 30. TONER CARTRIDGE, HP CB435A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86                                 | -            |
| 31. TONER CARTRIDGE, HP CB436A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34                                 | -            |
| 32. TONER CARTRIDGE, HP CB540A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60                                 | -            |
| 33. TONER CARTRIDGE, HP CB541A, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 34. TONER CARTRIDGE, HP CB542A, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 35. TONER CARTRIDGE, HP CB543A, magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 36. TONER CARTRIDGE, HP CC364A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00                                 | -            |
| 37. TONER CARTRIDGE, HP CC530A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30                                 | -            |
| 38. TONER CARTRIDGE, HP CC531A, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 39. TONER CARTRIDGE, HP CC532A, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 40. TONER CARTRIDGE, HP CC533A, magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 41. TONER CARTRIDGE, HP CE250A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 42. TONER CARTRIDGE, HP CE251A, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 43. TONER CARTRIDGE, HP CE252A, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 44. TONER CARTRIDGE, HP CE253A, magenta                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 45. TONER CARTRIDGE, HP CE255A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22                                 | -            |
| 46. TONER CARTRIDGE, HP CE260A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74                                 | -            |
| 47. TONER CARTRIDGE, HP CE261A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 48. TONER CARTRIDGE, HP CE262A, yellow                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 49. TONER CARTRIDGE, HP CE263A, magenta                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 50. TONER CARTRIDGE, HP CE278A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04                                 | -            |
| 51. TONER CARTRIDGE, HP CE285A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06                                 | -            |
| 52. TONER CARTRIDGE, HP CE505A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,590.40                                 | -            |
| 53. TONER CARTRIDGE, HP CE505X, high cap, black                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26                                 | -            |
| 54. TONER CARTRIDGE, HP Q6000A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08                                 | -            |
| 55. TONER CARTRIDGE, HP Q6001A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 56. TONER CARTRIDGE, HP Q6002A, yellow                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 57. TONER CARTRIDGE, HP Q6003A, magenta                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 58. TONER CARTRIDGE, HP Q6470A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28                                 | -            |
| 59. TONER CARTRIDGE, HP Q6471A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 60. TONER CARTRIDGE, HP Q6472A, yellow                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 61. TONER CARTRIDGE, HP Q6473A, magenta                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 62. TONER CARTRIDGE, HP Q7581A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 63. TONER CARTRIDGE, HP Q7582A, yellow                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 64. TONER CARTRIDGE, HP Q7583A, magenta                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 65. TONER CARTRIDGE, Brother TN-155BK, black                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80                                 | -            |
| 66. TONER CARTRIDGE, Brother TN-155M, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 67. TONER CARTRIDGE, Brother TN-155Y, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 68. TONER CARTRIDGE, Brother TN-155C, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 69. TONER CARTRIDGE, Brother TN-2025   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00                                 | -            |
| 70. TONER CARTRIDGE, Brother TN-2130   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00                                 | -            |
| 71. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00                                 | -            |
| 72. TONER CARTRIDGE, Lexmark X340A11G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00                                 | -            |
| 73. TONER CARTRIDGE, Lexmark E360H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92                                | -            |
| 74. TONER CARTRIDGE, Lexmark E450A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06                                 | -            |
| 75. TONER CARTRIDGE, Lexmark T650A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20                                 | -            |
| 76. TONER CARTRIDGE, Lexmark T650H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70                                | -            |
| 77. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02                                 | -            |
| 78. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92                                 | -            |
| 79. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86                                 | -            |
| 80. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08                                 | -            |

[illegible]



[illegible]

[illegible]

| Item & Specifications              | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                                    |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| 0                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| Computer Supplies                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |  |              |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| 0                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| Computer Equipment and Accessories |                 |                      |     |       |       |     |      |      |     |      |     |     |     |  |              |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| 0                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| *Other Categories                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |  |              |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| 0                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |

\*\*GRAND TOTAL: .....

65,225.94

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec                                      | Total        |

APPROVED BUDGET: .....

Other categories that are not indicated herein

\*Prices are FOB Manila/Applicable for items under A.

\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



NELDA G. GUTIERREZ  
Administrative Officer

Certified Funds Available /  
Certified Appropriate Funds Available:

SUSAN C. SANCHEZ

Accountant /  
Local Budget Officer

Approved:



ELVIRA A. ZAMORA  
Vice President for Development

Date Prepared: \_\_\_\_\_



**UNIVERSITY OF THE PHILIPPINES**  
Diliman, Quezon City, 1101

|                           |             |
|---------------------------|-------------|
| <b>UP SYSTEM S.P.M.O.</b> |             |
| Diliman, Quezon City      |             |
| <b>RECEIVED</b>           |             |
| Ref. No.                  | _____       |
| Date:                     | 7/9/14      |
| Time:                     | _____       |
| By:                       | [Signature] |

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: **OVPPE**

| CODE | GENERAL DESCRIPTION     | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|-------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                         |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Hp CE 505 A             | Box               | P 3,600             |                                  |     | 2   |     |     |     |      |     | 2    |     |     |     |
|      | Hp Q5949A               | Box               | 3,600               |                                  | 2   |     |     |     |     |      | 2   |      |     |     |     |
|      | Hp 950 Black            | INK CARTRIDGE     | 1,450               |                                  | 2   |     |     |     |     |      | 2   |      |     |     |     |
|      | Hp 951 Tri-color        | INK CARTRIDGE     | 1,080               |                                  | 3   |     |     |     |     |      |     | 3    |     |     |     |
|      | GESTETNER XEROX         | TONER BLACK       | 2,710.40            |                                  |     | 3   |     |     |     |      |     | 3    |     |     |     |
|      | .GESTETNER XEROX REPAIR | ONE LOT           | 39,308.52           |                                  |     | 1   |     |     |     |      |     |      |     |     |     |
|      | HP INK #703 BLACK       | BOX               | 400                 |                                  | 4   |     |     |     |     |      | 4   |      |     |     |     |
|      | HP INK #703 TRI-COLOR   | BOX               | 400                 |                                  | 3   |     |     |     |     |      | 3   |      |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

[Signature]  
**LEOPOLDO LOBRICO JR.**  
AO -III

Submitted By:

[Signature]  
**JOSELITO G. FLORENDO**  
Vice-President for Planning and Finance  
8 June 2014

Awarded by Anna  
[Signature]  
JUL 30 2014

1.

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Contact Person: Leopoldo Lobricio Jr.  
Position: AO III  
E-mail : \_\_\_\_\_  
Telephone/Mobile Nos: 928-2866

| Item & Specifications                             | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| <b>COMMON ELECTRICAL SUPPLIES</b>                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BALLAST, 18 watts                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 2. BALLAST, 36 watts                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.27                                     | -            |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet      | packet          |                      | 24  |       |       |     |      |      |     |      |     |     |     | 0     | 72.54                                     | -            |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet     | packet          |                      | 10  |       |       |     |      |      |     | 24   |     |     |     | 48    | 36.40                                     | 1,747.20     |
| 5. BATTERY, size D, alkaline, 2 pcs./packet       | packet          |                      |     |       |       |     |      |      |     | 5    |     |     |     | 15    | 14.56                                     | 218.40       |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W          | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 68.12                                     | -            |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W          | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 280.54                                    | -            |
| 8. FLUORESCENT LAMP, tubular, 18 watts            | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 368.94                                    | -            |
| 9. FLUORESCENT LAMP, tubular, 36 watts            | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.14                                     | -            |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts           | piece           |                      | 12  |       |       |     |      |      |     |      |     |     |     | 0     | 33.85                                     | -            |
| 11. FUSE, 30 amperes                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 12    | 103.79                                    | 1,245.48     |
| 12. FUSE, 60 amperes                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.35                                     | -            |
| 13. STARTER, 4-40 watts                           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.48                                     | -            |
| 14. TAPE, electrical                              | roll            |                      | 2   |       |       |     |      |      |     |      |     |     |     | 0     | 3.73                                      | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 2     | 18.20                                     | 36.40        |

[illegible]

| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 40. INK CARTRIDGE, Epson TO38                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson TO39                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB conection type                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 197.60                                   | -            |
| 43. TONER CARTRIDGE,HP C3906A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE,HP C3903A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE,HP C4092A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE,HP C4096A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE,HP C7115A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 48. TONER CARTRIDGE,HP 92298A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE,HP C4127X                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50. TONER CARTRIDGE, HP Q2613X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE,HP Q2612A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 52. TONER CARTRIDGE,HP Q5942A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      | 2   |       |       |     |      | 2    |     |      | 2   |     |     | 6     | 2,928.42                                 | 17,570.52    |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| <b>COMMON OFFICE SUPPLIES</b>                           |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280mL/can                             | can             |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 92.56                                    | 185.12       |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          |                      | 20  |       |       |     |      |      |     |      |     |     |     | 20    | 37.70                                    | 754.00       |
| 4. AUDIO CASSETTE TAPE, 90min. recording time           | piece           |                      | 24  |       |       |     |      |      |     |      |     |     |     | 24    | 16.12                                    | 386.88       |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price<br>Catalogue as of<br>(09.12.2011) | Total<br>Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|-----------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |                 |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50  | -               |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44   | -               |
| 7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00   | -               |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80  | -               |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20  | -               |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81  | -               |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.42   | -               |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60  | -               |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68  | -               |
| 14. CLIP, backfold, 19mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7.54   | -               |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.42  | -               |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84  | -               |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -               |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -               |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -               |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64  | -               |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9.82   | -               |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.47  | -               |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07  | -               |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 560.56   | -               |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      |     |       |       |     | 1    |      |     |      |     |     |     | 1     | 675.86   | 675.86          |
| 26. ENVELOPE, mailing white, 500s/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 159.78   | -               |
| 27. ENVELOPE, mailing white with window, 500s                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58   | -               |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60   | -               |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81  | -               |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 526.24   | -               |
| 31. ERASER, blackboard/whiteboard                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -               |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68   | -               |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20  | -               |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64   | -               |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 413.92   | -               |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 253.76   | -               |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      |     |       |       |     | 1    |      |     |      |     |     |     | 1     | 301.60   | 301.60          |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          |                      |     |       |       |     | 1    |      |     |      |     |     |     | 1     | 312.00   | 312.00          |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52   | -               |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 228.80   | -               |
| 41. GLUE, all purpose, 300 grams min.                                | jar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.43  | -               |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97  | -               |
| 43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45  | -               |
| 44. INDEX CARD, 5" x 8", ruled both side, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84  | -               |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50  | -               |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68  | -               |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -               |
| 48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube                  | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -               |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54   | -               |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                     | -            |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                     | -            |
| 52. MAP PIN, round head, 100s/box  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                     | -            |
| 53. MARKER, fluorescent, 3 colors/set                                    | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                     | -            |
| 54. MARKING PEN, whiteboard, black                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                     | -            |
| 55. MARKING PEN, whiteboard, blue  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                     | -            |
| 56. MARKING PEN, whiteboard, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                     | -            |
| 57. MARKER, permanent, black   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                     | -            |
| 58. MARKER, permanent, blue  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                     | -            |
| 59. MARKER, permanent, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                     | -            |
| 60. MARKING PEN, for transparency  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24                                     | -            |
| 61. NOTE BOOK, stenographer's, 40 leaves                                 | piece           |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 7.49                                      | 74.90        |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad             |                      | 20  |       |       |     |      |      |     |      |     |     |     | 20    | 36.40                                     | 728.00       |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                                    | pad             |                      | 20  |       |       |     |      |      |     |      |     |     |     | 20    | 52.00                                     | 1,040.00     |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                    | -            |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             |                      | 10  |       |       |     |      |      |     |      |     |     |     | 10    | 31.20                                     | 312.00       |
| 66. OIL, for general purpose, 120 mL                                     | bottle          |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 30.99                                     | 61.98        |
| 67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm               | ream            |                      | 50  |       |       |     | 60   |      |     |      | 50  |     |     | 160   | 104.80                                    | 16,768.00    |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                     | -            |
| 70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                    | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 144.35                                    | -            |
| 72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm             | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                    | -            |
| 73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                     | -            |
| 74. PAPER, thermal, 210mm x 30M, 1/2" core                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                     | -            |
| 75. PAPER, thermal, 216mm x 30M, 1/2" core                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                     | -            |
| 76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 139.32                                    | -            |
| 77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack                    | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                    | -            |
| 78. PAPER FASTENER, for paper, metal, 50 sets/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 82.04                                     | -            |
| 79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                     | -            |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             |                      |     |       |       |     | 24   |      |     |      |     |     |     | 24    | 8.84                                      | 212.16       |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.89                                     | -            |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                     | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.00                                     | -            |
| 84. RECORD BOOK, 300 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 50.44                                     | 151.32       |
| 85. RECORD BOOK, 500 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                     | -            |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                     | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                    | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                    | -            |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                      | -            |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                     | -            |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                     | -            |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                     | -            |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 132.68                                    | -            |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 94. RULER, plastic, 300mm                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.64                                     | -            |
| 95. RULER, plastic, 450mm                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 96. SIGN PEN, black   | piece           |                      | 12  |       |       |     |      |      |     |      | 12  |     |     | 24    | 41.48                                    | 995.52       |
| 97. SIGN PEN, blue  | piece           |                      | 24  |       |       |     |      |      |     |      | 24  |     |     | 48    | 41.48                                    | 1,991.04     |
| 98. SIGN PEN, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.48                                    | -            |
| 99. STAMP PAD INK, violet, 50mL                               | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 27.04                                    | -            |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.96                                    | -            |
| 101. STAPLE WIRE, standard, #35                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.98                                    | -            |
| 102. TAPE, adding machine, GSP bond                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                    | -            |
| 103. TAPE, masking, 24mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                    | -            |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.82                                    | -            |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.87                                    | -            |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.38                                    | -            |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 19.24                                    | 38.48        |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl               | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                    | -            |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl            | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36                                    | -            |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      |     |       |       |     | 12   |      |     |      |     |     |     | 12    | 61.15                                    | 733.80       |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40                                   | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE DEVICES</b>                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.40                                    | -            |
| 2. CUTTER, heavy duty   | piece           |                      |     |       |       |     | 5    |      |     |      |     |     |     | 5     | 27.04                                    | 135.20       |
| 3. PUNCHER, heavy duty  | piece           |                      |     |       |       |     | 3    |      |     |      |     |     |     | 3     | 114.40                                   | 343.20       |
| 4. SCISSORS, (6")   | pair            |                      |     |       |       |     | 4    |      |     |      |     |     |     | 4     | 18.72                                    | 74.88        |
| 5. SHARPENER, single cutterhead                               | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 147.35                                   | -            |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80                                   | -            |
| 7. STAPLER, heavy duty, standard                              | piece           |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 162.84                                   | 325.68       |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 40.23                                    | 40.23        |
| 10. WASTE BASKET, plastic                                     | piece           |                      | 2   |       |       |     |      |      | 2   |      |     |     |     | 4     | 20.99                                    | 83.96        |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON JANITORIAL SUPPLIES</b>                             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                    | -            |
| 2. BROOM, soft (tambo)  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 3. BROOM, STICK (tingting)                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.76                                    | -            |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.32                                    | -            |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.16                                    | -            |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 23.92                                    | -            |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 26.00                                    | -            |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50                                   | -            |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |

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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 116.48                                   | 232.96       |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 71.76                                    | -            |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                    | -            |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96                                   | -            |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 62.40                                    | -            |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.28                                    | -            |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>LEGAL SIZE PAPER</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. PAPER, bond, Premium Grade  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.22                                   | -            |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52                                    | -            |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02                                   | -            |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33                                   | -            |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE EQUIPMENT</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 2. FILING CABINET, four (4) drawers, steel, plain  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00                                 | -            |
| finish, w/ 8 ball bearing rollers, gauge 24  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92                                 | -            |
| 3. FILING CABINET, four (4) drawers, steel, plain  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52                                 | -            |
| finish, w/ 8 ball bearing rollers, gauge 20  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12                                | -            |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52                                | -            |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80                                 | -            |
| AC power source, Canon   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60                                   | -            |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      | 2   |       |       |     |      |      | 2   |      |     |     |     | 4     | 341.12                                   | 1,364.48     |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08                                   | -            |
| 10. CHAIR, monobloc, without armrest, beige/white  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00                                | -            |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26                                 | -            |
| 13. ELECTRIC FAN, with stand   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40                                   | -            |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68                                   | -            |
| 15. INDUSTRIAL FAN, 18" metal blade  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84                                   | -            |
| 16. FACSIMILE TRANSCIEVER, uses thermal paper  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20                                 | -            |



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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new                             | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48                                 | -            |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new                           | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80                                 | -            |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20                                | -            |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications                                  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96                                 | -            |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96                                 | -            |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80                                | -            |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20                                | -            |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20                                 | -            |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00                                | -            |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96                                | -            |
| 28. RADIO CASSETTE RECORDER, with AM/ FM Radio  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60                                 | -            |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00                                 | -            |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,038.40                                 | -            |

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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| <b>HANDBOOKS ON PROCUREMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for: |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| a. Procurement of Goods & Services, 110-115 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                     | -            |
| b. Procurement of Civil Works, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                     | -            |
| c. Procurement of Consulting Services, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                     | -            |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                     | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                     | -            |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                     | -            |
| HANDBOOK ON GENERIC PROCUREMENT  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                    | -            |
| MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   | -            |
| (4) volumes as follows:  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   | -            |
| Volume I (103 pages) - white color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   | -            |
| Volume II (138 pages) - light blue color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   | -            |
| Volume III (124 pages) - light yellow color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   | -            |
| Volume IV (118 pages) - light green color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   | -            |
| <b>OTHER CONSUMABLES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                    | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                    | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                    | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                    | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                  | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                  | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                  | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                    | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                  | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                    | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                    | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                    | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                    | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                    | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                    | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                    | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                    | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                  | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                    | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                    | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                    | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                    | -            |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                    | -            |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38                                    | -            |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                    | -            |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                    | -            |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                    | -            |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,363.74                                  | -            |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12                                    | -            |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                    | -            |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                    | -            |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                    | -            |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                    | -            |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                    | -            |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16                                  | -            |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16                                    | -            |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                    | -            |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08                                  | -            |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86                                    | -            |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96                                  | -            |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 589.86                                    | -            |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 903.72                                    | -            |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                    | -            |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                    | -            |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 322.32                                    | -            |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66                                    | -            |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                    | -            |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                    | -            |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                    | -            |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,122.00                                  | -            |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                    | -            |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                    | -            |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40                                  | -            |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                    | -            |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                    | -            |
| 58. INK CARTRIDGE, Brother LC67HY, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                    | -            |
| 59. INK CARTRIDGE, Brother LC 39BK, black                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36                                    | -            |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                    | -            |
| 61. INK CARTRIDGE, Brother LC 39C, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                    | -            |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                    | -            |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                    | -            |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96                                  | -            |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70                                  | -            |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60                                  | -            |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40                                  | -            |
| 70. INK CARTRIDGE, Epson C13To280g1, black, for printer Stylus C60/CX3100 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32                                  | -            |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38                                 | -            |
| 72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08                                 | -            |
| 73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68                                   | -            |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04                                   | -            |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |



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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66                                   | -            |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50                                   | -            |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30                                   | -            |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 129. TONER CARTRIDGE, HP C3906F, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 130. TONER CARTRIDGE, HP CB435A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86                                 | -            |
| 131. TONER CARTRIDGE, HP CB436A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34                                 | -            |
| 132. TONER CARTRIDGE, HP CB540A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60                                 | -            |
| 133. TONER CARTRIDGE, HP CB541A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 134. TONER CARTRIDGE, HP CB542A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 135. TONER CARTRIDGE, HP CB543A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 136. TONER CARTRIDGE, HP CC364A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00                                  | -            |
| 137. TONER CARTRIDGE, HP CC530A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30                                  | -            |
| 138. TONER CARTRIDGE, HP CC531A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                  | -            |
| 139. TONER CARTRIDGE, HP CC532A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                  | -            |
| 140. TONER CARTRIDGE, HP CC533A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                  | -            |
| 141. TONER CARTRIDGE, HP CE250A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                  | -            |
| 142. TONER CARTRIDGE, HP CE251A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                 | -            |
| 143. TONER CARTRIDGE, HP CE252A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                 | -            |
| 144. TONER CARTRIDGE, HP CE253A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                 | -            |
| 145. TONER CARTRIDGE, HP CE255A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22                                  | -            |
| 146. TONER CARTRIDGE, HP CE260A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74                                  | -            |
| 147. TONER CARTRIDGE, HP CE261A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                 | -            |
| 148. TONER CARTRIDGE, HP CE262A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                 | -            |
| 149. TONER CARTRIDGE, HP CE263A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                 | -            |
| 150. TONER CARTRIDGE, HP CE278A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04                                  | -            |
| 151. TONER CARTRIDGE, HP CE285A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06                                  | -            |
| 152. TONER CARTRIDGE, HP CE505A, black                                  | cart            |                      | 2   |       |       |     |      |      | 2   |      |     |     |     | 4     | 3,590.40                                  | 14,361.60    |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26                                  | -            |
| 154. TONER CARTRIDGE, HP Q6000A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08                                  | -            |
| 155. TONER CARTRIDGE, HP Q6001A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                  | -            |
| 156. TONER CARTRIDGE, HP Q6002A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                  | -            |
| 157. TONER CARTRIDGE, HP Q6003A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                  | -            |
| 158. TONER CARTRIDGE, HP Q6470A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28                                  | -            |
| 159. TONER CARTRIDGE, HP Q6471A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                  | -            |
| 160. TONER CARTRIDGE, HP Q6472A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                  | -            |
| 161. TONER CARTRIDGE, HP Q6473A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                  | -            |
| 162. TONER CARTRIDGE, HP Q7581A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                  | -            |
| 163. TONER CARTRIDGE, HP Q7582A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                  | -            |
| 164. TONER CARTRIDGE, HP Q7583A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                  | -            |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80                                  | -            |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                  | -            |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                  | -            |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                  | -            |
| 169. TONER CARTRIDGE, Brother TN-2025                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00                                  | -            |
| 170. TONER CARTRIDGE, Brother TN-2130                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00                                  | -            |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00                                  | -            |
| 172. TONER CARTRIDGE, Lexmark X340A11G                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00                                  | -            |
| 173. TONER CARTRIDGE, Lexmark E360H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92                                 | -            |
| 174. TONER CARTRIDGE, Lexmark E450A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06                                  | -            |
| 175. TONER CARTRIDGE, Lexmark T650A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20                                  | -            |
| 176. TONER CARTRIDGE, Lexmark T650H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70                                 | -            |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02                                  | -            |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92                                  | -            |
| 179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86                                  | -            |
| 180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08                                  | -            |
| 181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,211.98                                  | -            |
| 182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                  | -            |
| 183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46                                  | -            |
| 184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78                                  | -            |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00                                 | -            |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,987.00                                  | -            |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,805.00                                  | -            |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,768.50                                  | -            |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,978.40                                  | -            |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 449.80                                    | -            |
| 191. RIBBON CARTRIDGE, for OKI ML 1120  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                  | -            |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,142.40                                  | -            |
| 193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,129.14                                  | -            |
| 194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.34                                    | -            |
| 195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 344.76                                    | -            |
| 196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,224.00                                  | -            |
| 197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                    | -            |
| 198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,030.20                                  | -            |
| 199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 373.32                                    | -            |
| 200. PRINthead, HP 11, black, C4810A, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 201. PRINthead, HP 11, cyan, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 202. PRINthead, HP 11, magenta C4812A, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 203. PRINthead, HP 11 yellow, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 204. Photoconductor Kit, Lexmark PN 12A8302   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,120.80                                  | -            |
| 205. Photoconductor Kit, Lexmark PN E260X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                  | -            |
| 206. Photoconductor Kit, Lexmark PN E250X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                  | -            |



[illegible]

[illegible]

[illegible]

| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |

\*\*\*GRAND TOTAL: .....

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.


\*\*\*Grand total for items under A and B

|  |           |
|--|-----------|
| UP SYSTEM S.P.M.O.<br>Diliman, Quezon City |           |
| RECEIVED                                   |           |
| Ref. No.                                   | _____     |
| Date:                                      | 7/9/14    |
| Time:                                      | _____     |
| By:  | js sobing |

65,189.05

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.


Prepared by:

  
LEOPOLDO LOBRICO, JR.  
Property/Supply Officer

Certified Funds Available /  
Certified Appropriate Funds Available:

SUSAN C. SANCHEZ  
\_\_\_\_\_  
OIC, System Accounting Office /  
Local Budget Officer

Approved:

  
JOSELITO G. FLORENDO  
Head of Office/Agency  
8 July 2014

DATE PREPARED; 8 JULY 2014

PG5,189.05 ch vs DVPPF mode

BUDGET CLEARANCE

  
NOREEN P. ESCULTURA  
Budget Director

jn 7/8



**NAME OF DEPARTMENT/AGENCY/BUREAU**

Address

**UP SYSTEM S.P.M.O.**  
Diliman, Quezon City

**RECEIVED**

Ref. No. \_\_\_\_\_  
Date: 8/6/14  
Time: 3:00 PM  
By: ERUMA

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2014**

END-USER/UNIT: **OFFICE OF THE VICE PRESIDENT FOR PUBLIC AFFAIRS**

| CODE | GENERAL DESCRIPTION                   | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|---------------------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                                       |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | <b>I. Services</b>                    |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | <b>A. Professional Services</b>       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | 1. Speech Writer                      |                   | 90,000.00.          |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | 2. Consultant for Legislative Affairs |                   | 60,000.00           |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | 3. Editor, UP Forum and Newsletter    |                   | 60,000.00           |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | <b>B. Printing Services</b>           |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | 1. Tarpauline Printing                |                   | 12,000.00           |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | <b>C. Other Services</b>              |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | 1. Janitorial services                |                   | 24,000.00           |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | 2. Notarial Services                  |                   | 2,000.00            |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

Encoded by: ES DLIC

AUG 11 2014

**NAME OF DEPARTMENT/AGENCY/BUREAU**

Address


|  |                                   |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------------------------------|--|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  | 2. Not available at SSPMO         |  | 33,275.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B. Thru Procurement Service Store |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | C. Thru Other Sources             |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By: :**

  
**JERRY T. VALDEZ**  
Admin Aide IV

**Certified Correct:**

  
**AMOR B. MANALANG**  
Typesetter III

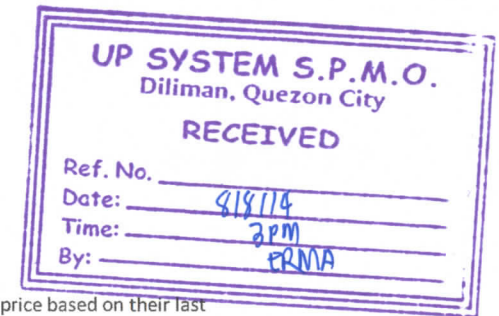
**Submitted By:**

  
**J. PROSPERO E. DE VERA III, DPA**  
Vice President for Public Affairs

## ANNUAL PROCUREMENT PLAN FOR 2019 For Common-Use Supplies and Equipment

### INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
  2. For Sub - Depots please refer to the following:
    - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
    - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
    - c. Surigao Del Norte - **Surigao Del Norte**
    - d. Camiguin - **Camiguin**
  3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
  4. Do not delete any field in the APP Form.
  5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
  6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
  7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
  8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.
- 



Department/Bureau/Office: OVPPA  
Region: NCR  
Address: \_\_\_\_\_

Encoded by : ERM A

AUG 11 2014

Contact Person: \_\_\_\_\_  
Position: \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Telephone/Mobile Nos: \_\_\_\_\_

| Item & Specifications                             | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON ELECTRICAL SUPPLIES</b>                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BALLAST, 18 watts                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.27                                    | -            |
| 2. BALLAST, 36 watts                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.54                                    | -            |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet      | packet          | 6                    |     |       | 6     |     |      | 6    |     |      |     | 6   |     | 24    | 36.40                                    | 873.60       |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet     | packet          |                      |     |       | 6     |     |      |      |     |      |     | 6   |     | 12    | 14.56                                    | 174.72       |
| 5. BATTERY, size D, alkaline, 2 pcs./packet       | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 68.12                                    | -            |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W          | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 280.54                                   | -            |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W          | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 368.94                                   | -            |
| 8. FLUORESCENT LAMP, tubular, 18 watts            | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.14                                    | -            |
| 9. FLUORESCENT LAMP, tubular, 36 watts            | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.85                                    | -            |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                   | -            |
| 11. FUSE, 30 amperes                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.35                                    | -            |
| 12. FUSE, 60 amperes                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.48                                    | -            |
| 13. STARTER, 4-40 watts                           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.73                                     | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 14. TAPE, electrical  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                     | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| COMMON COMPUTER SUPPLIES/CONSUMABLES  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 520.00                                    | -            |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 818.48                                    | -            |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 581.67                                    | -            |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 951.08                                    | -            |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 480.48                                    | -            |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 778.96                                    | -            |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 338.00                                    | -            |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.80                                    | -            |
| 9. COMPACT DISK CASE, 50 CDs capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.84                                     | -            |
| 10. COMPACT DISK DRIVE CLEANER  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.22                                     | -            |
| 11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.79                                      | -            |
| 12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.62                                     | -            |
| 13. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.70                                     | -            |
| 14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.96                                     | -            |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 292.08                                    | -            |
| 16. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           |                      | 5   |       |       |     |      |      |     |      |     |     |     | 5     | 468.00                                    | 2,340.00     |
| 17. INK CARTRIDGE, HP 51645A (HP 45)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,216.86                                  | -            |
| 18. INK CARTRIDGE, HP C6615DA (HP 15)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,149.54                                  | -            |
| 19. INK CARTRIDGE, HP C1823DA (HP 23)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,489.20                                  | -            |
| 20. INK CARTRIDGE, HP C6625A (HP 17)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,250.52                                  | -            |
| 21. INK CARTRIDGE, HP C6578A/D (HP 78)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                  | -            |
| 22. INK CARTRIDGE, HP C6614D (HP 20)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,344.36                                  | -            |
| 23. INK CARTRIDGE, HP C4844A (HP 10)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,402.50                                  | -            |
| 24. INK CARTRIDGE, HP C8727AA (HP 27)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 743.58                                    | -            |
| 25. INK CARTRIDGE, HP C8728AA (HP 28)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 873.12                                    | -            |
| 26. INK CARTRIDGE, HP C6656AA (HP 56)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 810.90                                    | -            |
| 27. INK CARTRIDGE, HP C6657AA (HP 57)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                  | -            |
| 28. INK CARTRIDGE, HP C9351AA (HP 21)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 615.06                                    | -            |
| 29. INK CARTRIDGE, HP C9352AA (HP 22)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 708.90                                    | -            |
| 30. INK CARTRIDGE, HP C8765WA (HP 94)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 820.08                                    | -            |
| 31. INK CARTRIDGE, HP C8766WA (HP 95)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                    | -            |
| 32. INK CARTRIDGE, HP C9361WA (HP 93)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 787.44                                    | -            |
| 33. INK CARTRIDGE, HP C9362WA (HP 92)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                    | -            |
| 34. INK CARTRIDGE, HP CB314A (HP 900), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 256.02                                    | -            |
| 35. INK CARTRIDGE, HP CB315A (HP 900), tri-color  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 329.46                                    | -            |



| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 36. INK CARTRIDGE, Epson TO17                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 37. INK CARTRIDGE, Epson TO18                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 40. INK CARTRIDGE, Epson TO38                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson TO39                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB conection type                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 197.60                                   | -            |
| 43. TONER CARTRIDGE,HP C3906A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE,HP C3903A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE,HP C4092A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE,HP C4096A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE,HP C7115A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 48. TONER CARTRIDGE,HP 92298A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE,HP C4127X                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50 TONER CARTRIDGE, HP Q2613X                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE,HP Q2612A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 52. TONER CARTRIDGE,HP Q5942A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| COMMON OFFICE SUPPLIES                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280mL/can                             | can             |                      | 2   |       |       |     | 2    |      |     |      | 2   |     |     | 6     | 92.56                                    | 555.36       |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          | 10                   |     |       | 3     |     |      | 3    |     |      |     | 10  |     | 26    | 37.70                                    | 980.20       |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 4. AUDIO CASSETTE TAPE, 90min. recording time                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                     | -            |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50                                     | -            |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44                                    | -            |
| 7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00                                    | -            |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80                                     | -            |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                     | -            |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81                                     | -            |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.42                                      | -            |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                     | -            |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                     | -            |
| 14 CLIP, backfold, 19mm, 12s/box                                     | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7.54                                      | -            |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.42                                     | -            |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84                                     | -            |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                     | -            |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                     | -            |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                     | -            |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                     | -            |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9.82                                      | -            |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      | 10  |       |       |     |      | 10   |     |      |     |     |     | 20    | 64.47                                     | 1,289.40     |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07                                     | -            |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 560.56                                    | -            |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 675.86                                    | 675.86       |
| 26. ENVELOPE, mailing white, 500s/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 159.78                                    | -            |
| 27. ENVELOPE, mailing white with window, 500s                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58                                    | -            |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                    | -            |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81                                     | -            |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 526.24                                    | -            |
| 31. ERASER, blackboard/whiteboard                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                     | -            |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68                                      | -            |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                     | -            |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64                                    | -            |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 413.92                                    | -            |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 253.76                                    | -            |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      | 1   |       |       |     |      | 1    |     |      |     |     | 1   | 3     | 301.60                                    | 904.80       |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          |                      | 1   |       |       |     |      | 1    |     |      |     |     | 1   | 3     | 312.00                                    | 936.00       |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52                                    | -            |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 228.80                                    | -            |
| 41. GLUE, all purpose, 300 grams min.                                | jar             |                      | 3   |       |       |     |      |      | 3   |      |     |     |     | 6     | 37.43                                     | 224.58       |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97                                     | -            |
| 43. INDEX CARD,3"x 5",ruled both sides, 500s/pack                    | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45                                     | -            |
| 44. INDEX CARD, 5" x 8",ruled both side, 500s/pack                   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84                                     | -            |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50                                     | -            |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68                                     | -            |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                     | -            |
| 48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube                   | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                     | -            |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54                                    | -            |

| Item & Specifications                                       | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                    | -            |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                    | -            |
| 52. MAP PIN, round head, 100s/box                           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 53. MARKER, fluorescent, 3 colors/set                       | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                    | -            |
| 54. MARKING PEN, whiteboard, black                          | piece           | 3                    |     |       |       | 3   |      |      |     |      | 3   |     |     | 9     | 15.08                                    | 135.72       |
| 55. MARKING PEN, whiteboard, blue                           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |
| 56. MARKING PEN, whiteboard, red                            | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |
| 57. MARKER, permanent, black                                | piece           |                      | 12  |       |       |     |      |      | 12  |      |     |     |     | 24    | 13.50                                    | 324.00       |
| 58. MARKER, permanent, blue                                 | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 59. MARKER, permanent, red                                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 60. MARKING PEN, for transparency                           | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24                                    | -            |
| 61. NOTE BOOK, stenographer's, 40 leaves                    | piece           |                      | 10  |       |       |     |      |      |     |      |     |     |     | 10    | 7.49                                     | 74.90        |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 52.00                                    | -            |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 31.20                                    | -            |
| 66. OIL, for general purpose, 120 mL                        | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.99                                    | -            |
| 67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm   | ream            | 20                   |     |       | 20    |     |      |      | 20  |      |     |     | 20  | 80    | 104.80                                   | 8,384.00     |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm     | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)              | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 144.35                                   | -            |
| 72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad             | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                    | -            |
| 74. PAPER, thermal,210mmx30M, 1/2" core                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 75. PAPER, thermal, 216mmx30M, 1/2" core                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                    | -            |
| 76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm               | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 139.32                                   | -            |
| 77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack         | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 78.PAPER FASTENER, for paper, metal, 50 sets/box            | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 82.04                                    | -            |
| 79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                    | -            |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.84                                     | -            |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box            | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.89                                    | -            |
| 82. PENCIL, mechanical, for 0.5mm lead                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box     | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.00                                    | -            |
| 84. RECORD BOOK, 300 pages, smyth sewn                      | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.44                                    | -            |
| 85. RECORD BOOK, 500 pages, smyth sewn                      | book            |                      | 5   |       |       |     |      |      |     |      |     |     |     | 5     | 88.40                                    | 442.00       |
| 86. RIBBON, nylon, manual typewriter                        | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                    | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 89. RING BINDER, (1/2"x44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                     | -            |
| 90. RING BINDER, (3/4"x44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 91. RING BINDER, (1" x 44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 92. RING BINDER, (2" x 44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                    | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 132.68                                   | -            |
| 94. RULER, plastic, 300mm  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.64                                     | -            |
| 95. RULER, plastic, 450mm  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 96. SIGN PEN, black  | piece           |                      | 12  |       |       |     |      | 12   |     |      |     | 12  |     | 36    | 41.48                                    | 1,493.28     |
| 97. SIGN PEN, blue   | piece           |                      | 12  |       |       |     |      |      |     |      |     |     |     | 12    | 41.48                                    | 497.76       |
| 98. SIGN PEN, red  | piece           |                      | 12  |       |       |     |      |      |     |      |     |     |     | 12    | 41.48                                    | 497.76       |
| 99. STAMP PAD INK, violet, 50mL  | bottle          |                      | 3   |       |       |     |      |      |     |      |     |     |     | 3     | 27.04                                    | 81.12        |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                               | piece           |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 24.96                                    | 24.96        |
| 101. STAPLE WIRE, standard, #35  | box             |                      | 6   |       |       |     |      |      |     |      |     |     |     | 6     | 25.98                                    | 155.88       |
| 102. TAPE, adding machine, GSP bond                                      | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                    | -            |
| 103. TAPE, masking, 24mm, 50 meters length                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                    | -            |
| 104. TAPE, masking, 48mm, 50 meters length                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.82                                    | -            |
| 105. TAPE, transparent, 24mm, 50 meters                                  | roll            |                      | 10  |       |       |     |      | 10   |     |      |     |     | 10  | 30    | 10.87                                    | 326.10       |
| 106. TAPE, transparent, 48mm, 50 meters                                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.38                                    | -            |
| 107. TAPE, packaging, 48mm, 50 meters length                             | roll            |                      | 3   |       |       |     |      |      |     | 3    |     |     |     | 6     | 19.24                                    | 115.44       |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl                          | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                    | -            |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl                       | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36                                    | -            |
| 110. TOILET TISSUE, 12 rolls/pack  | pack            |                      | 10  |       |       | 10  |      |      | 10  |      |     | 10  |     | 40    | 61.15                                    | 2,446.00     |
| 111. TWINE, plastic, one kilo per roll                                   | roll            |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 57.20                                    | 57.20        |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE DEVICES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack                          | pack            |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 10.40                                    | 10.40        |
| 2. CUTTER, heavy duty  | piece           |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 27.04                                    | 54.08        |
| 3. PUNCHER, heavy duty   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 114.40                                   | -            |
| 4. SCISSORS, (6")  | pair            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.72                                    | -            |
| 5. SHARPENER, single cutterhead  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 147.35                                   | -            |
| 6. STAMPING DATER, self-inking stamp                                     | piece           |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 436.80                                   | 436.80       |
| 7. STAPLER, heavy duty, standard   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 162.84                                   | -            |
| 8. STAPLE REMOVER, twin jaws   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                              | piece           |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 40.23                                    | 80.46        |
| 10. WASTE BASKET, plastic  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.99                                    | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON JANITORIAL SUPPLIES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BATHROOM SOAP, 70gms.   | piece           |                      | 10  |       |       |     |      | 10   |     |      |     | 10  |     | 30    | 14.56                                    | 436.80       |
| 2. BROOM, soft (tambo)   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 3. BROOM, STICK (tingting)   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.76                                    | -            |
| 4. CLEANSER, powder, 350gms.   | canister        |                      | 5   |       |       |     |      | 5    |     |      |     | 5   |     | 15    | 17.32                                    | 259.80       |
| 5. DETERGENT POWDER, all purpose, 500gms.                                | pouch           |                      | 6   |       |       |     |      | 6    |     |      |     | 6   |     | 18    | 17.16                                    | 308.88       |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar            | bar             |                      | 6   |       |       |     |      | 6    |     |      |     |     |     | 12    | 23.92                                    | 287.04       |
| 7. DISINFECTANT SPRAY, 400 grams net content                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 8. DUST PAN, non-rigid plastic, with detachable handle                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 26.00                                    | -            |
| 9. FLOOR WAX, paste, natural, 2kgs.                                      | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 10. FLOOR WAX, paste, red, 2kgs.   | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 11. FLOOR WAX, liquid type, 3.75L  | can             |                      | 1   |       |       |     |      | 1    |     |      |     | 1   |     | 3     | 331.50                                   | 994.50       |
| 12. FURNITURE CLEANER, 300mL/can min   | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 116.48                                   | 116.48       |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 83.20                                    | 83.20        |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      | 3   |       |       |     |      |      |     |      |     |     |     | 3     | 71.76                                    | 215.28       |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                    | -            |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96                                   | -            |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      | 2   |       |       |     |      | 2    |     |      |     | 2   |     | 6     | 62.40                                    | 374.40       |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      | 1   |       |       |     |      | 1    |     |      |     |     |     | 2     | 33.28                                    | 66.56        |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      | 1   |       |       |     |      | 1    |     |      |     | 1   |     | 3     | 103.79                                   | 311.37       |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>LEGAL SIZE PAPER</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. PAPER, bond, Premium Grade  | ream            |                      | 2   |       |       |     |      | 2    |     |      |     | 2   |     | 6     | 119.22                                   | 715.32       |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52                                    | -            |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02                                   | -            |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33                                   | -            |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE EQUIPMENT</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00                                 | -            |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92                                 | -            |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52                                 | -            |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12                                | -            |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52                                | -            |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon                 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80                                 | -            |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor                                     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60                                   | -            |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 341.12                                   | -            |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08                                   | -            |
| 10. CHAIR, monobloc, without armrest,beige/white   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00                                | -            |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26                                 | -            |
| 13. ELECTRIC FAN, with stand   | unit            |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 764.40                                   | 764.40       |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 15. INDUSTRIAL FAN, 18" metal blade   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84                                    | -            |
| 16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20                                  | -            |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48                                  | -            |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80                                  | -            |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20                                 | -            |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96                                  | -            |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96                                  | -            |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80                                 | -            |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20                                 | -            |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                  | -            |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20                                  | -            |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00                                 | -            |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96                                 | -            |
| 28. RADIO CASSETTE RECORDER, with AM/FM Radio   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60                                  | -            |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00                                  | -            |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS)   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,038.40                                  | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| line interactive topology,with sealed maintenance free batteries, 520VA-600VA  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOKS ON PROCUREMENT   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for: |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| a. Procurement of Goods & Services, 110-115 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                    | -            |
| b. Procurement of Civil Works, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                    | -            |
| c. Procurement of Consulting Services, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                    | -            |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                    | -            |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                    | -            |
| HANDBOOK ON GENERIC PROCUREMENT  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                   | -            |
| MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume I (103 pages) - white color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| OTHER CONSUMABLES  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38                                   | -            |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,363.74                                 | -            |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12                                   | -            |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16                                 | -            |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16                                   | -            |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08                                 | -            |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86                                   | -            |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96                                 | -            |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml  | cart            |                      |     | 3     |       |     | 3    |      |     | 3    |     |     | 3   | 12    | 589.86                                   | 7,078.32     |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml | cart            |                      |     | 3     |       |     | 3    |      |     | 3    |     |     | 3   | 12    | 903.72                                   | 10,844.64    |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 322.32                                   | -            |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66                                   | -            |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,122.00                                 | -            |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40                                 | -            |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 58. INK CARTRIDGE, Brother LC67HYY, yellow                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 59. INK CARTRIDGE, Brother LC 39BK, black                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36                                   | -            |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 61. INK CARTRIDGE, Brother LC 39C, cyan                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96                                 | -            |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70                                 | -            |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60                                 | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |   |              |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40 | -   |              |
| 70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32 | -   |              |
| 71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38 | -   |              |
| 72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08 | -   |              |
| 73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -   |              |
| 74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -   |              |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -   |              |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46   | -   |              |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68   | -   |              |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82   | -   |              |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -   |              |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -   |              |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -   |              |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04   | -   |              |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -   |              |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -   |              |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -   |              |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32   | -   |              |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46   | -   |              |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -   |              |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -   |              |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -   |              |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -   |              |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -   |              |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                    | -            |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                    | -            |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66                                    | -            |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                    | -            |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                    | -            |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                    | -            |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                    | -            |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50                                    | -            |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W /TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                    | -            |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W /TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                    | -            |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8 300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                    | -            |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8 300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                    | -            |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                    | -            |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                    | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30                                   | -            |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 129. TONER CARTRIDGE, HP C3906F, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 130. TONER CARTRIDGE, HP CB435A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86                                 | -            |
| 131. TONER CARTRIDGE, HP CB436A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34                                 | -            |
| 132. TONER CARTRIDGE, HP CB540A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60                                 | -            |
| 133. TONER CARTRIDGE, HP CB541A, cyan                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 134. TONER CARTRIDGE, HP CB542A, yellow                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 135. TONER CARTRIDGE, HP CB543A, magenta                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 136. TONER CARTRIDGE, HP CC364A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00                                 | -            |
| 137. TONER CARTRIDGE, HP CC530A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30                                 | -            |
| 138. TONER CARTRIDGE, HP CC531A, cyan                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 139. TONER CARTRIDGE, HP CC532A, yellow                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 140. TONER CARTRIDGE, HP CC533A, magenta                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 141. TONER CARTRIDGE, HP CE250A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 142. TONER CARTRIDGE, HP CE251A, cyan                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 143. TONER CARTRIDGE, HP CE252A, yellow                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 144. TONER CARTRIDGE, HP CE253A, magenta                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 145. TONER CARTRIDGE, HP CE255A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22                                 | -            |
| 146. TONER CARTRIDGE, HP CE260A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74                                 | -            |
| 147. TONER CARTRIDGE, HP CE261A, cyan                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 148. TONER CARTRIDGE, HP CE262A, yellow                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 149. TONER CARTRIDGE, HP CE263A, magenta                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 150. TONER CARTRIDGE, HP CE278A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04                                 | -            |
| 151. TONER CARTRIDGE, HP CE285A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06                                 | -            |
| 152. TONER CARTRIDGE, HP CE505A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,590.40                                 | -            |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26                                 | -            |
| 154. TONER CARTRIDGE, HP Q6000A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08                                 | -            |
| 155. TONER CARTRIDGE, HP Q6001A, cyan                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 156. TONER CARTRIDGE, HP Q6002A, yellow                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 157. TONER CARTRIDGE, HP Q6003A, magenta                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 158. TONER CARTRIDGE, HP Q6470A, black                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28                                 | -            |
| 159. TONER CARTRIDGE, HP Q6471A, cyan                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 160. TONER CARTRIDGE, HP Q6472A, yellow                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 161. TONER CARTRIDGE, HP Q6473A, magenta                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 162. TONER CARTRIDGE, HP Q7581A, cyan                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 163. TONER CARTRIDGE, HP Q7582A, yellow                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 164. TONER CARTRIDGE, HP Q7583A, magenta                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80                                 | -            |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 169. TONER CARTRIDGE, Brother TN-2025                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00                                 | -            |
| 170. TONER CARTRIDGE, Brother TN-2130                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00                                 | -            |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 172. TONER CARTRIDGE, Lexmark X340A11G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00                                 |              |
| 173. TONER CARTRIDGE, Lexmark E360H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92                                | -            |
| 174. TONER CARTRIDGE, Lexmark E450A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06                                 | -            |
| 175. TONER CARTRIDGE, Lexmark T650A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20                                 | -            |
| 176. TONER CARTRIDGE, Lexmark T650H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70                                | -            |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02                                 | -            |
| 178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92                                 | -            |
| 179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86                                 | -            |
| 180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08                                 | -            |
| 181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,211.98                                 | -            |
| 182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46                                 | -            |
| 184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78                                 | -            |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00                                | -            |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,987.00                                 | -            |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,805.00                                 | -            |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,768.50                                 | -            |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,978.40                                 | -            |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 449.80                                   | -            |
| 191. RIBBON CARTRIDGE, for OKI ML 1120  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,142.40                                 | -            |
| 193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,129.14                                 | -            |
| 194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.34                                   | -            |
| 195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 344.76                                   | -            |
| 196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,224.00                                 | -            |
| 197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,030.20                                 | -            |



[illegible]

[illegible]

[illegible]



| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | Total | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |       |  |              |
| 4                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
|                       |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

\*\*\*GRAND TOTAL: .....

100,142.37

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for Items under A.

\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

JERRY T. VALDEZ

Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Accountant /  
Local Budget Officer

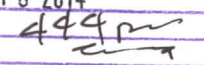
Approved:

J. PROSPERO E. DE VERA III, DPA  
Vice President for Public Affairs  
Head of Office/Agency

Date Prepared: 31 July 2014

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
(UPDATED)

END-USER/UNIT: **Office of the Vice President for Legal Affairs**

|   |   |
|---|---|
| <b>UP SYSTEM S.P.M.O.</b><br>Diliman, Quezon City |   |
| <b>RECEIVED</b>                                   |   |
| Ref. No.  |   |
| Date:   | SEP 10 2014   |
| Time:   | 4:44 pm   |
| By:   |  |


| CODE | GENERAL DESCRIPTION      | QUANTITY/<br>SIZE  | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|--------------------------|--|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                          |  |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | CD ASIA Subscriptions    | Two(2) sets CD Asia Subscriptions with Quarterly Updates | 75,000.00           | 4                                |     |     | 4   |     |     | 4    |     |      | 4   |     |     |
|      | Personal Computer System | 10 units   | P45,000             | 10                               |     |     |     |     |     |      |     |      |     |     |     |
|      | Heavy duty Printers      | 2 units  | P100,000            | 2                                |     |     |     |     |     |      |     |      |     |     |     |
|      | Special colored Paper    | 2 reams each   | P75,000             | 1                                |     |     |     |     | 1   |      |     |      | 1   |     |     |
|      | Plastic Folders          | 100 pcs.   | P1,000              | 25                               |     |     | 25  |     |     | 25   |     |      | 25  |     |     |
|      | File boxes               | 150 pcs.   |                     | 150                              |     |     |     |     |     |      |     |      |     |     |     |
|      | Nothing Follows          | xxxxxxxxxxx  | xxxx                |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      |                          |  |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
**VILMA V. DOCENA**  
Executive Assistant II

Submitted By:

  
**Hector Danny D. Uy**  
Vice President for Legal Affairs



**University of the Philippines**

Address

|  |                    |
|--|--------------------|
| <b>UP SYSTEM S.P.M.O.</b><br>Diliman, Quezon City<br><b>RECEIVED</b> |                    |
| Ref No. _____  | _____              |
| Date: _____  | <b>JUL 31 2014</b> |
| Time: _____  | _____              |
| By: _____  | <i>[Signature]</i> |

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: Office of the Vice President for Legal Affairs**

| CODE | GENERAL DESCRIPTION                          | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|--|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |  |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Battery size AA alkaline<br>2 pcs/packet     | 20 packets        | P800.00             |                                  |     | 10  |     |     |     |      |     | 10   |     |     |     |
|      | Battery, size AAA alkaline<br>2 pcs/packet   | 10 packets        | P200.00             |                                  |     | 5   |     |     |     |      |     | 5    |     |     |     |
|      | DVD Recordable, 16 x speed<br>4.7GB capacity | 20 pieces         | P250.00             |                                  |     | 10  |     |     |     |      |     | 10   |     |     |     |
|      | DVD Re-writable, 4x speed<br>4.7 GB capacity | 20 pieces         | P450.00             |                                  |     | 10  |     |     |     |      |     | 10   |     |     |     |
|      | Flash Drive, 8GB USB 2.0,<br>Plug and play   | 10 pieces         | P5,000.00           |                                  |     | 5   |     |     |     |      |     | 5    |     |     |     |
|      | Ink Cartridge,<br>HP C9352AA (HP22)          | 5 cartridges      | P4,000.00           |                                  |     | 3   |     |     |     |      |     | 2    |     |     |     |
|      | Mouse, optical, USB connection<br>type       | 5 pieces          | P1,000.00           |                                  |     |     |     |     |     |      |     | 5    |     |     |     |
|      | Toner Cartridge<br>HP Q2612A                 | 8 cartridges      | P24,000.00          |                                  |     | 2   |     |     | 2   |      |     | 2    |     |     | 2   |
|      | Air Freshener, 280 ml/can                    | 8 cans            | P800.00             |                                  |     | 2   |     |     | 2   |      |     | 2    |     |     | 2   |
|      | Audio Cassette Tape, 90min<br>recording time | 20 pieces         | P400.00             |                                  |     | 5   |     |     | 5   |      |     | 5    |     |     | 5   |
|      | Clip, backfold, 25mm,<br>125/box             | 20 boxes          | P350.00             |                                  |     | 10  |     |     |     |      |     | 10   |     |     |     |
|      | Clip backfold, 19mm, 125/box                 | 30 boxes          | P250.00             |                                  |     | 10  |     |     | 10  |      |     | 10   |     |     |     |
|      | Clip backfold, 32mm, 125/box                 | 10 boxes          | P190.00             |                                  |     |     |     |     | 10  |      |     |      |     |     |     |
|      | Correction fluid, water based,<br>min 15ml   | 10 bottles        | P100.00             |                                  |     | 10  |     |     |     |      |     |      |     |     |     |

Encoded by: 1/31/14  
Erma Olis *[Signature]*

**University of the Philippines**

Address

|  |           |            |  |    |  |  |    |  |  |    |  |  |   |  |
|--|-----------|------------|--|----|--|--|----|--|--|----|--|--|---|--|
| Envelope, expanding plastic, Legal size                                | 10 pieces | P420.00    |  | 10 |  |  |    |  |  |    |  |  |   |  |
| Eraser, rubber   | 20 pieces | P100.00    |  | 20 |  |  |    |  |  |    |  |  |   |  |
| Glue, all purpose, 300 grams, min                                      | 5 jars    | P200.00    |  |    |  |  |    |  |  |    |  |  | 5 |  |
| Marking pen, Whiteboard black  | 4 pieces  | P70.00     |  | 2  |  |  |    |  |  | 2  |  |  |   |  |
| Marking pen, whiteboard blue   | 4 pieces  | P70.00     |  | 2  |  |  |    |  |  | 2  |  |  |   |  |
| Marker, permanent black  | 10 pcs    | P150.00    |  | 5  |  |  |    |  |  | 5  |  |  |   |  |
| Marker, permanent blue   | 10 pcs    | P150.00    |  | 5  |  |  |    |  |  | 5  |  |  |   |  |
| Marker, permanent red  | 10 pcs    | P150.00    |  | 5  |  |  |    |  |  | 5  |  |  |   |  |
| Notebook, Stenographer's, 40 leaves                                    | 20 pcs    | P160.00    |  | 10 |  |  |    |  |  | 10 |  |  |   |  |
| Note Pad (3" x 3"), 100 sheets/pd                                      | 15 pcs.   | P550.00    |  | 10 |  |  |    |  |  | 5  |  |  |   |  |
| Note Pad, (2"x3"), 100 sheets/pad                                      | 10 pcs.   | P350.00    |  | 5  |  |  |    |  |  | 5  |  |  |   |  |
| Paper, multicopy, 210 mm x 297mm (A4), 80 gsm                          | 90 reams  | P12,800.00 |  | 30 |  |  | 30 |  |  | 30 |  |  |   |  |
| Paper clip, gem type, 32mm, 100s/box                                   | 20 boxes  | P190.00    |  | 10 |  |  |    |  |  | 10 |  |  |   |  |
| Pencil, lead, with eraser, one (1) dozen per box                       | 5 boxes   | P130.00    |  | 5  |  |  |    |  |  |    |  |  |   |  |
| Record Book, 300 pages, smyth sewn                                     | 10 books  | P530.00    |  |    |  |  | 5  |  |  | 5  |  |  |   |  |
| Ribbon, nylon, manual typewriter                                       | 2 spools  | P35.00     |  | 2  |  |  |    |  |  |    |  |  |   |  |
| Ring binder (1/2" x 44") plastic                                       | 3 pieces  | P17.00     |  | 3  |  |  |    |  |  |    |  |  |   |  |
| Ring binder (3/4" x 44"), plastic                                      | 3 pieces  | P40.00     |  | 3  |  |  |    |  |  |    |  |  |   |  |
| Ring binder (1" x 44"), plastic  | 3 pieces  | P40.00     |  | 3  |  |  |    |  |  |    |  |  |   |  |
| Rubber band, 1.0mm min thickness, min. 350 grams/box or approx 220 pcs | 1 box     | P140.00    |  |    |  |  | 1  |  |  |    |  |  |   |  |

Address[illegible]

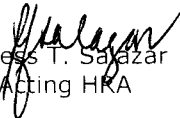
**University of the Philippines**

Address

|  |             |            |    |    |    |    |    |    |    |    |    |    |    |    |    |
|--|-------------|------------|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Water                                  | 192 bottles | P9,000.00  | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| HP Laser Q2610A                        | 3 cart      | P23,000.00 | 1  |    |    |    |    |    |    |    |    | 2  |    |    |    |
| Canon Pixma PG-40<br>(for fax machine) | 4 cart      | P4,000.00  |    |    | 2  |    |    |    |    |    |    | 2  |    |    |    |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

  
Frances T. Salazar  
Acting HRA

**Submitted By:**

  
~~for~~ Hector Danny D. Uy  
Vice President for Legal Affairs  
Head



**ANNUAL PROCUREMENT PLAN FOR 2014  
for Common-Use Supplies and Equipment**

88410

|   |       |
|---|-------|
| <b>UP SYSTEM S.P.M.O.</b><br>Diliman, Quezon City |       |
| <b>RECEIVED</b>                                   |       |
| Ref. No. _____                                    | _____ |
| Date: <u>157pm</u> <b>AUG 27 2014</b>             | _____ |
| Time: _____                                       | _____ |
| By: <u>ema</u>                                    | _____ |

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

- Select the appropriate worksheet depending on the nearest Regional / Provincial Depot on your area.
- For Sub-Depots please refer to the following:
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
  - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
  - Surigao Del Norte - Surigao Del Norte
  - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total,
- Do not delete any field in the APP form.
- For other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or the DBM Regional Office and email at app@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Office: **Office of the Secretary of the University**  
Address: **Quezon Hall, Diliman, Quezon City**

Contact Person: **MARY A. ESPEJO**  
Position: **Administrative Officer V / Property Officer**  
E-mail: \_\_\_\_\_  
Telephone/Mobile Nos.: \_\_\_\_\_

Encoded by AUG 28 2014

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |        |      |     |     |     |       |          | ** PS Price catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|--------|------|-----|-----|-----|-------|----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec | Total |          |  |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES  |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |          |  |              |
| COMMON ELECTRICAL SUPPLIES  |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |          |  |              |
| 1 BATTERY, size AAA, alkaline, 2 pcs./packet  | packet          |                      | 12  | 10    |       |     |      | 10   |        |      |     |     |     | 32    | 15.08    | 482.56                                   |              |
| 2 COMPACT FLUORESCENT LIGHT, 18 watts   | piece           |                      |     |       |       |     |      |      | 3      |      |     |     | 3   | 6     | 105.35   | 632.08                                   |              |
| COMMON COMPUTER SUPPLIES/CONSUMABLES  |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |          |  |              |
| 1 COMPACK DISK RECORDABLE,min.of 700MB,1x-52xminimum speed, 80 min recording time           | piece           |                      |     |       |       | 20  |      |      |        |      |     | 20  |     | 40    | 11.53    | 461.20                                   |              |
| 2 COMPACK DISK REWRITABLE, 700MB, minimum capacity, 80 min recording time, 4x-10x min speed | piece           |                      |     |       |       | 10  |      |      |        |      |     | 10  |     | 20    | 19.89    | 397.80                                   |              |
| 3 FLASH DRIVE, 16GB, USB 2.0, plug and play   | piece           |                      |     | 2     |       |     |      |      |        |      |     | 1   |     | 3     | 504.40   | 1,513.20                                 |              |
| 4 Ink Cartridge, HP C1823A (HP 23) tri color  | cart            |                      |     |       |       |     |      |      |        |      |     | 2   |     | 2     | 1,380.00 | 2,760.00                                 |              |
| 5 Ink Cartridge, HP C6615A (HP 15) black  | cart            |                      |     |       | 2     |     |      |      | 2      |      |     | 2   |     | 6     | 1,300.00 | 7,800.00                                 |              |
| 6 Ink Cartridge, HP C8727A (HP 27) Black  | cart            |                      |     |       | 2     |     |      |      |        |      |     | 1   |     | 3     | 780.00   | 2,340.00                                 |              |
| 7 Ink Cartridge, HP C8728A (HP 28) Tri Colour   | cart            |                      |     |       |       |     |      |      |        |      |     | 1   |     | 1     | 890.00   | 890.00                                   |              |
| 8 Ink Cartridge, HP C8765WA (HP 94) Black   | cart            |                      |     |       | 2     |     |      |      |        |      |     | 1   |     | 3     | 935.00   | 2,805.00                                 |              |
| 9 Ink Cartridge, HP C8766WA (HP 95) Tri Color   | cart            |                      |     |       | 3     |     |      |      |        |      |     | 1   |     | 4     | 1,115.00 | 4,460.00                                 |              |
| 10 Ink Cartridge, HP 704 CN692AA Black  | cart            |                      |     | 4     |       |     |      |      | 6      |      |     |     |     | 10    | 340.00   | 3,400.00                                 |              |
| 11 Ink Cartridge, HP 704 CN693AA Tri Color  | cart            |                      |     | 4     |       |     |      |      | 6      |      |     |     |     | 10    | 340.00   | 3,400.00                                 |              |

|  |        |    |   |    |   |    |    |   |    |   |    |  |    |          |           |
|--|--------|----|---|----|---|----|----|---|----|---|----|--|----|----------|-----------|
| 12 Ink Cartridge, HP C9351A (HP 21)                                    | cart   |    |   |    | 6 |    |    |   |    |   | 6  |  | 12 | 640.00   | 7,680.00  |
| 13 Ink Cartridge, HP C9352A (HP 22)                                    | cart   |    |   |    | 4 |    |    |   |    |   | 6  |  | 10 | 740.00   | 7,400.00  |
| 14 Ink Cartridge, HP CZ121AA (HP 685) Black                            | cart   |    |   |    | 6 |    |    |   | 5  |   |    |  | 11 | 335.00   | 3,685.00  |
| 15 Ink Cartridge, HP CZ122AA (HP 685) Cyan                             | cart   |    |   |    | 8 |    |    |   | 5  |   |    |  | 13 | 230.00   | 2,990.00  |
| 16 Ink Cartridge, HP CZ123AA (HP 685) Magenta                          | cart   |    |   |    | 4 |    |    |   | 5  |   |    |  | 9  | 230.00   | 2,070.00  |
| 17 Ink Cartridge, HP CZ124AA (HP 685) Yellow                           | cart   |    |   |    | 4 |    |    |   | 6  |   |    |  | 10 | 230.00   | 2,300.00  |
| 18 TONER CARTRIDGE, Brother TN2260                                     | cart   |    | 1 | 2  |   |    | 2  |   | 2  |   |    |  | 7  | 1,869.50 | 13,086.50 |
|  |        |    |   |    |   |    |    |   |    |   |    |  |    |          |           |
|  |        |    |   |    |   |    |    |   |    |   |    |  |    |          |           |
| COMMON OFFICE SUPPLIES   |        |    |   |    |   |    |    |   |    |   |    |  |    |          |           |
| 1 ACETATE, gauge #3, 50m in length                                     | roll   |    |   |    |   |    |    |   | 1  |   |    |  | 1  | 605.00   | 605.00    |
| 2 AIR FRESHENER, 280mL/can   | can    |    |   | 10 |   | 10 |    |   | 10 |   |    |  | 30 | 86.06    | 2,581.80  |
| 3 ALCOHOL, 70%, ethyl  | bottle |    |   | 6  |   | 10 |    |   | 5  |   |    |  | 21 | 38.22    | 802.62    |
| 4 BAG, plastic size tiny   | roll   |    |   |    |   |    |    | 3 |    |   |    |  | 3  | 9.00     | 27.00     |
| 5 BALLPEN  | pc     |    |   |    |   |    |    | 6 |    |   |    |  | 6  | 17.75    | 106.50    |
| 6 CAR FRESHENER, shaldan   | can    |    | 4 | 2  | 3 |    |    | 4 |    | 4 | 4  |  | 21 | 116.00   | 2,436.00  |
| 7 CORRECTION TAPE  | pc     |    | 2 | 2  |   |    |    | 3 |    | 3 | 3  |  | 13 | 63.00    | 819.00    |
| 8 DOUBLE CLIP, 3/4", 1doz/box  | box    |    |   |    |   | 24 |    |   | 12 |   | 12 |  | 48 | 6.80     | 326.40    |
| 9 DOUBLE CLIP, 1", 1doz/box  | box    | 12 |   |    |   |    |    |   | 12 |   | 12 |  | 36 | 10.92    | 393.12    |
| 10 DOUBLE CLIP, 1 1/4", 1doz/box                                       | box    | 24 |   |    |   |    |    |   | 12 |   | 12 |  | 48 | 16.74    | 803.52    |
| 11 DOUBLE CLIP, 2", 1doz/box   | box    |    |   |    |   | 12 |    |   | 6  |   | 6  |  | 24 | 41.77    | 1,002.48  |
| 12 DATA FILE BOX, (5"X9"X15-3/4)                                       | box    |    |   |    |   |    | 10 |   | 10 |   | 10 |  | 30 | 61.88    | 1,856.40  |
| 13 DATA FOLDER, w/ finger ring, (3"x9"x15")                            | piece  |    |   |    |   |    |    |   |    |   |    |  | 0  |          | -         |
| 14 ENVELOPE, documentary (10"x15"), 500s/box                           | box    |    |   |    |   |    | 1  |   |    |   | 1  |  | 2  | 560.00   | 1,120.00  |
| 15 ENVELOPE, mailing white, 500s/box                                   | box    |    |   |    |   |    |    |   |    |   |    |  | 0  |          | -         |
| 16 ENVELOPE, mailing white with window, 500s                           | box    |    |   |    |   |    |    |   |    |   |    |  | 0  |          | -         |
| 17 ENVELOPE, documentary, A4, 500s/box                                 | box    |    |   |    |   |    |    |   |    |   |    |  | 0  |          | -         |
| 18 FOLDER, tagboard, A4 size, 100s/box                                 | pack   |    |   |    |   |    |    |   | 1  |   |    |  | 1  | 200.68   | 200.68    |
| 19 FOLDER, tagboard, Legal size, 100s/pack - 1 pack                    | pack   | 1  |   |    |   |    |    |   |    |   | 1  |  | 2  | 219.41   | 438.82    |
| 20 FOLDER, clear plastic, L-type, A4 size, 50s/pack                    | pack   | 1  |   |    |   |    |    | 2 | 2  |   | 2  |  | 7  | 157.50   | 1,102.50  |
| 21 FOLDER, clear plastic, L-type, legal size, 50s/pack                 | pack   | 1  |   | 1  |   |    | 2  |   | 2  |   | 2  |  | 8  | 187.00   | 1,496.00  |
| 22 MARKER, fluorescent, 3 colors/set                                   | set    |    |   | 10 |   |    |    |   | 6  |   | 6  |  | 22 | 34.92    | 768.24    |
| 23 MARKING PEN, whiteboard, black                                      | piece  |    |   |    |   |    |    |   |    |   |    |  | 0  |          | -         |
| 24 MARKING PEN, whiteboard, blue                                       | piece  |    |   |    |   |    |    |   |    |   |    |  | 0  |          | -         |
| 25 MARKER, permanent, black  | piece  |    |   |    |   |    |    |   | 12 |   | 12 |  | 24 | 14.00    | 336.00    |
| 26 MARKER, permanent, blue   | piece  |    |   |    |   |    |    |   | 12 |   | 12 |  | 24 | 14.00    | 336.00    |
| 27 NOTE PAD, (3" x 3"), 100 sheets/pad                                 | pad    |    |   |    |   |    |    |   | 10 |   | 10 |  | 20 | 36.00    | 720.00    |
| 28 NOTE PAD, (3" x 4"), 100 sheets/pad                                 | pad    |    |   |    |   |    |    |   | 10 |   | 10 |  | 20 | 52.00    | 1,040.00  |
| 29 NOTE PAD, (2" x 3"), 100 sheets/pad                                 | pad    |    |   |    |   |    |    |   | 10 |   | 10 |  | 20 | 31.00    | 620.00    |
| 30 PAPER FASTENER, for paper, metal, 50 sets/box                       | box    |    |   |    |   | 10 |    |   |    |   | 5  |  | 15 | 61.89    | 928.35    |
| 31 PENCIL, lead, w/ eraser, 1dozen/box                                 | box    |    |   |    |   |    |    |   |    |   | 5  |  | 5  | 25.00    | 125.00    |
| 32 RECORD BOOK, 300 pages  | book   |    |   | 10 |   |    |    |   | 10 |   | 10 |  | 30 | 51.61    | 1,548.30  |
| 33 RING BINDER, (1/2" X 44"), plastic                                  | piece  |    |   |    |   |    |    |   | 10 |   |    |  | 10 | 4.37     | 43.70     |
| 34 RING BINDER, (3/4" X 44"), plastic                                  | piece  |    |   |    |   |    |    |   | 10 |   |    |  | 10 | 12.48    | 124.80    |
| 35 RING BINDER, (1" X 44"), plastic                                    | piece  |    |   |    |   |    |    |   | 10 |   |    |  | 10 | 12.48    | 124.80    |
| 36 RING BINDER, (2" X 44"), plastic                                    | piece  |    |   |    |   |    |    |   | 10 |   |    |  | 10 | 28.13    | 281.30    |
| 37 RUBBER BAND, 1.0mm min, thickness, min 350grams/box or appox 220pcs | box    |    |   |    |   |    |    |   |    |   | 4  |  | 4  | 132.68   | 530.72    |
| 38 STAPLE WIRE, standard, #35  | box    |    |   | 24 |   |    |    |   | 12 |   | 12 |  | 48 | 21.83    | 1,047.84  |
| 39 TAPE, masking, 24mm, 50 meters length                               | roll   |    |   |    |   |    |    |   | 12 |   | 12 |  | 24 | 41.00    | 984.00    |




|   |        |   |   |    |   |   |   |   |   |   |   |   |   |    |        |          |
|---|--------|---|---|----|---|---|---|---|---|---|---|---|---|----|--------|----------|
| 40 TAPE, packaging, 48mm, 50 meters length  | roll   |   |   | 24 |   |   |   |   | 6 |   |   | 6 |   | 36 | 30.99  | 1,115.64 |
| 41 TOILET TISSUE, 12 rolls/pack   | pack   |   |   | 3  |   |   | 8 |   | 8 |   |   | 8 |   | 27 | 72.59  | 1,959.93 |
| 42 TWINE, plastic, one kilo per roll  | roll   |   |   |    |   |   |   |   |   |   |   | 4 |   | 4  | 57.20  | 228.80   |
| <b>COMMON OFFICE DEVICES</b>  |        |   |   |    |   |   |   |   |   |   |   |   |   |    |        |          |
| 1 BLADE, heavy duty cutter (L500), 10 pcs./pack   | pack   |   |   |    |   |   |   |   |   |   |   |   |   | 0  | 7.37   | -        |
| 2 CUTTER, heavy duty  | piece  |   |   |    |   |   |   |   |   |   |   |   |   | 0  | 26.82  | -        |
| 3 SCISSORS, (6")  | pair   |   |   |    |   |   |   |   | 5 |   |   |   |   | 5  | 19.00  | 95.00    |
| 4 STAPLER, heavy duty, standard   | piece  |   |   |    |   |   |   |   |   |   |   | 2 |   | 2  | 165.00 | 330.00   |
| 5 STAPLE REMOVER, twin jaws   | piece  |   |   |    |   |   |   |   |   |   |   | 3 |   | 3  | 20.00  | 60.00    |
| 6 TAPE DISPENSER, heavy duty fro 24mm(1")   | piece  |   |   |    |   |   |   |   |   |   |   | 1 |   | 1  | 45.00  | 45.00    |
| <b>COMMON JANITORIAL SUPPLIES</b>   |        |   |   |    |   |   |   |   |   |   |   |   |   |    |        |          |
| 1 DISINFECTANT SPRAY, 400 grams net content   | can    |   |   |    |   |   |   |   | 4 |   |   | 4 |   | 8  | 186.00 | 1,488.00 |
| 2 DISWASHING LIQUID   | sachet | 1 | 1 |    | 2 | 1 |   |   | 1 | 1 | 1 | 1 | 1 | 10 | 170.00 | 1,700.00 |
| 3 FURNITURE CLEANER, 300mL/can min  | can    |   |   |    |   |   |   | 1 | 5 |   |   | 5 |   | 11 | 98.80  | 1,086.80 |
| 4 INSECTICIDE, 600mL (420g) / can   | can    |   |   |    |   |   |   |   | 3 |   |   | 3 |   | 6  | 114.40 | 686.40   |
| 5 RAG, COTTON, (7") in diameter   | kilo   |   |   |    |   |   |   |   |   |   |   |   |   | 0  |        | -        |
| <b>COMMON OFFICE EQUIPMENT</b>  |        |   |   |    |   |   |   |   |   |   |   |   |   |    |        |          |
| 1 CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit   |   |   |    |   | 1 |   |   |   |   |   |   |   | 1  | 500.00 | 500.00   |
| 2 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), | unit   |   |   |    |   |   |   |   |   |   |   |   |   | 0  |        | -        |

105,525.80

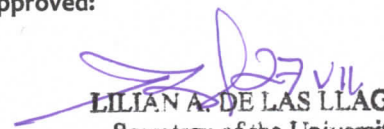
Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

  
**MARY A. ESPEJO**  
Administrative Officer  
Office of the Secretary of the University  
Property/Supply Officer

Accountant / Local Budget Officer

  
**LILIAN A. DE LAS LLAGAS**  
Secretary of the University  
and of the Board of Regents  
Head of Office/Agency

P105,525.80 ch vs OSU MODE

**BUDGET CLEARANCE**

  
**NOREEN P. ESCULTURA**

Budget Director

Jan 8/22

**ANNUAL PROCUREMENT PLAN FOR 2014  
for Common-Use Supplies and Equipment**

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional / Provincial Depot on your area.
2. For Sub-Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
  - b. Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
  - c. Surigao Del Norte - Surigao Del Norte
  - d. Camiguin - Camiguin
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total,
4. Do not delete any field in the APP form.
5. For other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Office: Office of the Secretary of the University (BOR Funds)  
Address: Quezon Hall, Diliman, Quezon City

Contact Person: MARY A. ESPEJO  
Position: Administrative Officer V / Property Officer  
E-mail:  
Telephone/Mobile Nos.:

| Item & Specifications                           | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |        |      |     |     |     |          |           | ** PS Price catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|--------|------|-----|-----|-----|----------|-----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec | Total    |           |  |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES      |                 |                      |     |       |       |     |      |      |        |      |     |     |     |          |           |  |              |
| COMMON ELECTRICAL SUPPLIES                      |                 |                      |     |       |       |     |      |      |        |      |     |     |     |          |           |  |              |
| 1 BATTERY, size AAA, alkaline, 2 pcs./packet    | packet          |                      |     | 14    |       | 4   | 10   |      | 10     |      | 15  |     | 15  | 68       | 15.08     | 1,025.44                                 |              |
| COMMON COMPUTER SUPPLIES/CONSUMABLES            |                 |                      |     |       |       |     |      |      |        |      |     |     |     |          |           |  |              |
| 1 DVD RECORDABLE, 16x speed, 4.7GB capacity     | piece           |                      |     |       |       | 20  |      |      |        |      | 20  |     | 40  | 11.53    | 461.20    |  |              |
| 2 DVD RE-WRITABLE, 4x speed, 4.7GB capacity     | piece           |                      |     |       |       | 10  |      |      |        |      | 10  |     | 20  | 19.89    | 397.80    |  |              |
| 3 FLASH DRIVE, 16GB, USB 2.0, plug and play     | piece           |                      |     |       |       |     | 2    |      |        |      | 1   |     | 3   | 504.40   | 1,513.20  |  |              |
| 4 Ink Cartridge, HP CF210A Black                | cart            |                      | 3   | 1     | 3     |     |      |      | 3      |      |     |     | 10  | 3,150.00 | 31,500.00 |  |              |
| 5 Ink Cartridge, HP CF211A Cyan                 | cart            |                      |     | 1     | 3     |     |      |      | 2      |      |     |     | 6   | 3,950.00 | 23,700.00 |  |              |
| 6 Ink Cartridge, HP CF212A Yellow               | cart            |                      |     | 1     | 2     |     |      |      | 2      |      |     |     | 5   | 3,950.00 | 19,750.00 |  |              |
| 7 Ink Cartridge, HP CF213A Magenta              | cart            |                      |     | 1     | 2     |     |      |      | 2      |      |     |     | 5   | 3,950.00 | 19,750.00 |  |              |
| 8 Toner Cartridge, HP CC530A (Black)            | cart            |                      | 2   |       | 4     |     |      |      | 2      |      |     |     | 8   | 5,200.00 | 41,600.00 |  |              |
| 9 Toner Cartridge, HP CC531A (Cyan)             | cart            |                      |     | 2     |       |     |      |      | 2      |      |     |     | 4   | 4,950.00 | 19,800.00 |  |              |
| 10 Toner Cartridge, HP CC532A (Yellow)          | cart            |                      |     | 1     |       |     |      |      | 2      |      |     |     | 3   | 4,950.00 | 14,850.00 |  |              |
| 11 Toner Cartridge, HP CC533A (Magenta)         | cart            |                      |     | 1     |       |     |      |      | 2      |      |     |     | 3   | 4,950.00 | 14,850.00 |  |              |
| 12 Toner Cartridge, AR-310FT, for Sharp copiers | cart            |                      |     |       | 3     |     |      | 2    |        |      | 2   |     | 7   | 8,400.00 | 58,800.00 |  |              |
|   |                 |                      |     |       |       |     |      |      |        |      |     |     |     |          |           |  |              |



| COMMON OFFICE SUPPLIES                                  |       |  |    |  |    |    |  |   |    |   |    |     |        |           |
|---|-------|--|----|--|----|----|--|---|----|---|----|-----|--------|-----------|
| 1 BALLPEN   | pc    |  | 3  |  |    |    |  |   |    |   |    | 3   | 10.38  | 31.14     |
| 2 ENVELOPE, expanding, kraft, legal size, 100s/box      | box   |  |    |  |    | 1  |  |   |    | 1 |    | 2   | 601.00 | 1,202.00  |
| 3 FOLDER, tagboard, A4 size, 100s/box                   | pack  |  |    |  |    | 1  |  |   |    | 1 |    | 2   | 200.68 | 401.36    |
| 4 FOLDER, clear plastic, L-type, legal size, 50s/pack   | pack  |  | 6  |  |    |    |  |   |    |   |    | 6   | 3.74   | 22.44     |
| 5 INDEX TAB, self-adhesive, 5 sets/box                  | box   |  |    |  |    |    |  |   | 10 |   | 10 | 20  | 67.60  | 1,352.00  |
| 6 MARKER, fluorescent, 3 colors/set                     | set   |  | 5  |  |    | 6  |  |   | 6  |   | 6  | 23  | 34.92  | 803.16    |
| 7 NOTE BOOK, stenographer's, 40 leaves                  | piece |  | 13 |  |    |    |  |   | 12 |   | 12 | 37  | 8.11   | 300.07    |
| 8 NOTE PAD, (3" x 3"), 100 sheets/pad                   | pad   |  |    |  |    | 10 |  |   | 10 |   | 10 | 30  | 36.00  | 1,080.00  |
| 9 NOTE PAD, (3" x 4"), 100 sheets/pad                   | pad   |  |    |  |    | 10 |  |   | 10 |   | 10 | 30  | 52.00  | 1,560.00  |
| 10 NOTE PAD, (2" x 3"), 100 sheets/pad                  | pad   |  |    |  |    | 10 |  |   | 10 |   | 10 | 30  | 31.00  | 930.00    |
| 11 NOTE PAD, (4" x 6"), 100 sheets/pad                  | pad   |  | 4  |  |    |    |  | 3 |    |   |    | 7   | 119.00 | 833.00    |
| 12 PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad       | pad   |  | 10 |  |    |    |  |   | 10 |   | 10 | 30  | 17.51  | 525.30    |
| 13 PAPER, multicopy, (white) 210mm x 297mm (A4), 80 gsm | ream  |  | 80 |  |    |    |  |   | 80 |   | 80 | 240 | 117.91 | 28,298.40 |
| 14 PAPER, colored, (blue) 210mm x 297mm (A4), 80 gsm    | ream  |  | 1  |  |    |    |  |   | 1  |   | 1  | 3   | 301.50 | 904.50    |
| 15 PAPER FASTENER, for paper, metal, 50 sets/box        | box   |  | 12 |  |    |    |  |   | 10 |   | 10 | 32  | 61.89  | 1,980.48  |
| 16 PAPER CLIP, gem type, 32mm, 100s/box                 | box   |  | 12 |  |    |    |  |   | 12 |   | 12 | 36  | 6.64   | 239.04    |
| 17 PAPER CLIP, gem type, 32mm, 100s/box                 | box   |  |    |  |    |    |  |   | 12 |   | 12 | 24  | 6.64   | 159.36    |
| 18 SIGN PEN, blue                                       | piece |  | 15 |  | 10 | 24 |  | 8 | 24 |   | 24 | 105 | 45.84  | 4,813.20  |
| 19 Special diploma folder with gold UP seal             | piece |  | 50 |  |    |    |  |   | 50 |   |    | 100 | 75.00  | 7,500.00  |

#### COMMON OFFICE DEVICES


|   |       |  |  |  |  |  |  |  |   |  |   |  |   |        |        |
|---|-------|--|--|--|--|--|--|--|---|--|---|--|---|--------|--------|
| 1 SCISSORS, (6")                          | pair  |  |  |  |  |  |  |  | 5 |  |   |  | 5 | 19.00  | 95.00  |
| 2 STAPLER, heavy duty, standard           | piece |  |  |  |  |  |  |  |   |  | 2 |  | 2 | 165.00 | 330.00 |
| 3 STAPLE REMOVER, twin jaws               | piece |  |  |  |  |  |  |  |   |  | 3 |  | 3 | 20.00  | 60.00  |
| 4 TAPE DISPENSER, heavy duty fro 24mm(1") | piece |  |  |  |  |  |  |  |   |  | 1 |  | 1 | 45.00  | 45.00  |

**301,463.09**


Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

  
**MARY A. ESPEJO**  
Administrative Officer  
Office of the Secretary of the University  
Property/Supply Officer

Accountant / Local Budget Officer

  
**LILIAN A. DE LAS LLAGAS**  
Secretary of the University  
Head of Office/Agency  
and of the Board of Regents

P301,463 ch vs BOTR MODE

**BUDGET CLEARANCE**

  
**NOREEN P. ESCULTURA**  
Budget Director

on 8/22

**ANNUAL PROCUREMENT PLAN FOR 2014  
for Common-Use Supplies and Equipment**

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  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP form.
5. For other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
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8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Contact Person: **MARY A. ESPEJO**  
 Position: **Administrative Officer V / Property Officer**  
 E-mail:  
 Telephone/Mobile Nos.:

Office: **Office of the Secretary of the University (PAC Funds)**  
 Address: **Quezon Hall, Diliman, Quezon City**

| Item & Specifications                                 | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |        |      |     |     |     |       | ** PS Price catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|--------|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec | Total |  |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES            |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |  |              |
| COMMON ELECTRICAL SUPPLIES                            |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |  |              |
| 1 BATTERY, size AAA, alkaline, 2 pcs./packet          | packet          |                      |     |       |       | 10  | 5    |      | 10     |      | 15  |     | 15  | 55    | 15.08                                    | 829.40       |
| COMMON COMPUTER SUPPLIES/CONSUMABLES                  |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |  |              |
| 1 FLASH DRIVE, 16GB, USB 2.0, plug and play           | piece           |                      |     | 2     |       |     |      | 1    |        |      |     | 1   |     | 4     | 504.40                                   | 2,017.60     |
| 2 Toner Cartridge, HP CB435A (35A)                    | cart            |                      |     |       |       |     |      |      | 1      |      |     |     |     | 1     | 2,625.00                                 | 2,625.00     |
| 3 Toner Cartridge, HP CB436A (36A)                    | cart            |                      |     |       | 2     |     |      |      | 2      |      |     |     |     | 4     | 3,000.00                                 | 12,000.00    |
| 4 Toner Cartridge, HP CE505A                          | cart            |                      | 3   |       | 2     |     |      |      | 2      |      |     | 2   |     | 9     | 3,750.00                                 | 33,750.00    |
| 5 Toner Cartridge, HP Q2612A                          | cart            |                      | 3   |       | 1     |     |      |      | 2      |      |     | 2   |     | 8     | 3,000.00                                 | 24,000.00    |
|   |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |  |              |
| COMMON OFFICE SUPPLIES                                |                 |                      |     |       |       |     |      |      |        |      |     |     |     |       |  |              |
| 1 BALLPEN   | pc              |                      |     | 12    |       |     |      |      |        |      |     |     |     | 12    | 17.75                                    | 213.00       |
| 2 FOLDER, clear plastic, L-type, legal size, 50s/pack | pack            |                      |     |       |       |     | 1    | 1    |        |      |     |     |     | 2     | 187.00                                   | 374.00       |
| 3 MARKER, fluorescent, 3 colors/set                   | set             |                      |     | 5     |       |     |      |      | 6      |      |     | 6   |     | 17    | 34.92                                    | 593.64       |
| 4 NOTE BOOK, stenographer's, 40 leaves                | piece           |                      |     |       |       |     |      |      | 12     |      |     | 12  |     | 24    | 8.11                                     | 194.64       |
| 5 NOTE PAD, (3" x 3"), 100 sheets/pad                 | pad             |                      |     |       |       |     |      |      | 10     |      |     | 10  |     | 20    | 36.00                                    | 720.00       |
| 6 NOTE PAD, (3" x 4"), 100 sheets/pad                 | pad             |                      |     |       |       |     |      |      | 10     |      |     | 10  |     | 20    | 52.00                                    | 1,040.00     |

|  |      |  |  |    |  |  |    |    |  |  |    |  |     |        |           |
|--|------|--|--|----|--|--|----|----|--|--|----|--|-----|--------|-----------|
| 7 NOTE PAD, (2" x 3"), 100 sheets/pad                | pad  |  |  |    |  |  |    | 10 |  |  | 10 |  | 20  | 31.00  | 620.00    |
| 8 PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad     | pad  |  |  | 10 |  |  |    | 10 |  |  | 10 |  | 30  | 17.51  | 525.30    |
| 9 PAPER, multicopy, 210mm x 297mm (A4), 80 gsm       | ream |  |  |    |  |  | 80 |    |  |  | 80 |  | 160 | 117.91 | 18,865.60 |
| 10 PAPER, multicopy, 210mm x 297mm (A4), 80 gsm      | ream |  |  |    |  |  |    |    |  |  | 80 |  | 80  | 117.91 | 9,432.80  |
| 11 PAPER, colored, (blue) 210mm x 297mm (A4), 80 gsm | ream |  |  | 1  |  |  |    | 1  |  |  | 1  |  | 3   | 301.50 | 904.50    |
| 12 PAPER FASTENER, for paper, metal, 50 sets/box     | box  |  |  | 4  |  |  | 7  | 10 |  |  | 10 |  | 31  | 61.89  | 1,918.59  |
| 13 PAPER CLIP, gem type, jumbo, 48mm, 100s/box       | box  |  |  |    |  |  |    | 12 |  |  | 12 |  | 24  | 16.00  | 384.00    |
| 14 PAPER CLIP, gem type, jumbo, 48mm, 100s/box       | box  |  |  |    |  |  |    | 12 |  |  | 12 |  | 24  | 16.00  | 384.00    |
| 15 TAPE, transparent, 24mm, 50 meters length         | roll |  |  |    |  |  |    | 12 |  |  | 12 |  | 24  | 17.37  | 416.88    |

#### COMMON OFFICE DEVICES

|   |       |  |  |  |  |  |  |   |  |  |   |  |   |        |        |
|---|-------|--|--|--|--|--|--|---|--|--|---|--|---|--------|--------|
| 1 SCISSORS, (6")                          | pair  |  |  |  |  |  |  | 5 |  |  |   |  | 5 | 19.00  | 95.00  |
| 2 STAPLER, heavy duty, standard           | piece |  |  |  |  |  |  |   |  |  | 2 |  | 2 | 165.00 | 330.00 |
| 3 STAPLE REMOVER, twin jaws               | piece |  |  |  |  |  |  |   |  |  | 3 |  | 3 | 20.00  | 60.00  |
| 4 TAPE DISPENSER, heavy duty fro 24mm(1") | piece |  |  |  |  |  |  |   |  |  | 1 |  | 1 | 45.00  | 45.00  |

112,338.95

Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

*Mary A. Espejo*  
**MARY A. ESPEJO**  
Administrative Officer  
Office of the Secretary of the University  
Property/Supply Officer

Accountant / Local Budget Officer

*Lilian A. De Las Llagas*  
**LILIAN A. DE LAS LLAGAS**  
Secretary of the University  
and of the Board of Regents

P112,338.95 ch vs PAC MODE

**BUDGET CLEARANCE**

*Noreen P. Escultura*  
**NOREEN P. ESCULTURA**  
Budget Director

*8/8/22*



Unit/Office: OFFICE OF THE STUDENT, STAFF AND FACULTY REGENTS  
 Contact Person: Corazon B. Arcena  
 Position: Administrative Assistant II

Head of Unit: Neill John Macuha, Anna Razel Ramirez & Dr. Lourdes E. Abadingo  
 Position: Student Regent, Staff Regent & Faculty Regent  
 E-mail: corabarcena@yahoo.com  
 Telephone/Mobile Nos: Voip: 4511 or 4512

UP SYSTEM S.P.M.O.  
 Diliman, Quezon City

RECEIVED

Ref. No. \_\_\_\_\_  
 Date: AUG 18 2014  
 Time: 11:04 am  
 By: ERINA

| Item & Specifications | Quantity Requirement (2014) |     |     |     |     |     |     |     |     |     |     |     |     |       | Price     | Total  |
|-----------------------|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------|--------|
|                       | Unit of Measurement         | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | (7/31/14) | Amount |

A. AVAILABLE AT PROCUREMENT SERVICE STORES

|   |        |  |  |  |  |  |  |  |  |    |  |   |    |    |        |          |
|---|--------|--|--|--|--|--|--|--|--|----|--|---|----|----|--------|----------|
| <b>ELECTRICAL SUPPLIES</b>                                |        |  |  |  |  |  |  |  |  |    |  |   |    |    |        |          |
| 1. BATTERY, size AAA, alkaline, 2 pcs./packet             | packet |  |  |  |  |  |  |  |  | 2  |  |   |    | 2  | 19.19  | 38.38    |
| 2. BATTERY, size AAA, alkaline, 2 pcs./packet             | packet |  |  |  |  |  |  |  |  | 2  |  |   |    | 2  | 14.46  | 28.92    |
| 3. FLUORESCENT TUBE, 36 watts                             | each   |  |  |  |  |  |  |  |  |    |  | 8 |    | 8  | 36.40  | 291.20   |
| 4. COMPACT FLUORESCENT LIGHT, 17 watts                    | each   |  |  |  |  |  |  |  |  | 3  |  |   | 3  | 6  | 99.74  | 598.44   |
| 5. STARTER, 4-40 watts                                    | each   |  |  |  |  |  |  |  |  | 6  |  |   |    | 6  | 3.53   | 21.18    |
| <b>COMPUTER SUPPLIES</b>                                  |        |  |  |  |  |  |  |  |  |    |  |   |    |    |        |          |
| 1. COMPACT DISK REWRITABLE, 650MB/74 min. capacity,       | piece  |  |  |  |  |  |  |  |  |    |  |   | 25 | 25 | 9.46   | 236.50   |
| <b>OFFICE SUPPLIES</b>                                    |        |  |  |  |  |  |  |  |  |    |  |   |    |    |        |          |
| 1. AIR FRESHENER, 280ml/can, Glade                        | can    |  |  |  |  |  |  |  |  | 6  |  |   | 6  | 12 | 81.12  | 973.44   |
| 2. ALCOHOL, 70% isopropyl, Dr. J                          | bottle |  |  |  |  |  |  |  |  | 6  |  |   | 6  | 12 | 37.26  | 447.12   |
| 3. ENVELOPE, documentary, kraft, legal size, 500s/box     | box    |  |  |  |  |  |  |  |  | 1  |  |   |    | 1  | 507.40 | 507.40   |
| 4. ENVELOPE, expanding, kraft, legal size, 100s/box       | box    |  |  |  |  |  |  |  |  | 1  |  |   |    | 1  | 600.88 | 600.88   |
| 5. ENVELOPE, documentary, A4 size, kraft                  | each   |  |  |  |  |  |  |  |  | 1  |  |   |    | 1  | 403.52 | 403.52   |
| 6. FOLDER, clear plastic, L-type, A4 size, 50s/pack       | pack   |  |  |  |  |  |  |  |  |    |  | 5 |    | 5  | 182.00 | 910.00   |
| 7. GLUE, all purpose, 300 grams min., Superb              | each   |  |  |  |  |  |  |  |  |    |  | 3 |    | 3  | 47.82  | 143.46   |
| 8. MARKER, fluorescent, 3 colors/set, Stabilo             | set    |  |  |  |  |  |  |  |  | 5  |  |   |    | 5  | 32.90  | 164.50   |
| 9. MARKING PEN, whiteboard, black, Stabilo                | each   |  |  |  |  |  |  |  |  | 10 |  |   | 10 | 20 | 11.80  | 236.00   |
| 10. MARKING PEN, whiteboard, blue, Stabilo                | each   |  |  |  |  |  |  |  |  | 10 |  |   | 10 | 20 | 11.80  | 236.00   |
| 11. MARKING PEN, whiteboard, red, Stabilo                 | each   |  |  |  |  |  |  |  |  | 3  |  |   | 3  | 6  | 11.80  | 70.80    |
| 12. MARKING PEN, permanent, black, Pentel                 | each   |  |  |  |  |  |  |  |  | 10 |  |   | 10 | 20 | 12.15  | 243.00   |
| 13. MARKING PEN, permanent, blue, Pentel                  | each   |  |  |  |  |  |  |  |  | 10 |  |   | 10 | 20 | 12.15  | 243.00   |
| 14. MARKING PEN, permanent, red, Pentel                   | each   |  |  |  |  |  |  |  |  | 3  |  |   | 3  | 6  | 12.15  | 72.90    |
| 15. NOTE BOOK, stenographer's, Cosmic                     | each   |  |  |  |  |  |  |  |  |    |  | 5 |    | 5  | 8.89   | 44.45    |
| 16. OIL, 120ml., for typewriter, Juki                     | bottle |  |  |  |  |  |  |  |  |    |  | 3 |    | 3  | 36.90  | 110.70   |
| 17. PAPER, PPC, A4  | ream   |  |  |  |  |  |  |  |  | 20 |  |   | 20 | 40 | 153.15 | 6,126.00 |
| 18. RECORD BOOK, 300 pages                                | book   |  |  |  |  |  |  |  |  |    |  | 5 |    | 5  | 54.18  | 270.90   |
| 19. SIGN PEN, black, Pentel                               | each   |  |  |  |  |  |  |  |  | 10 |  |   | 10 | 20 | 44.00  | 880.00   |
| 20. SIGN PEN, blue, Pentel                                | each   |  |  |  |  |  |  |  |  | 10 |  |   | 10 | 20 | 44.00  | 880.00   |
| 21. SIGN PEN, red, Pentel                                 | each   |  |  |  |  |  |  |  |  | 3  |  |   | 3  | 6  | 44.00  | 264.00   |
| 22. STAPLE WIRE, standard, #35                            | box    |  |  |  |  |  |  |  |  | 3  |  |   | 3  | 6  | 23.80  | 142.80   |
| 23. TAPE, masking (1"), 24mm, 50 meters length, Crocodile | roll   |  |  |  |  |  |  |  |  | 2  |  |   | 2  | 4  | 33.28  | 133.12   |

Entered by: ES 0615

AUG 18 2014





| Item & Specifications | Unit of     | Quantity Requirement (2014) |     |     |     |     |     |     |     |     |     |     |     | Price<br>(7/31/14) | Total<br>Amount |           |           |
|-----------------------|-------------|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|-----------------|-----------|-----------|
|                       | Measurement | Jan                         | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |                    |                 | Total     |           |
| Sub total             |             |                             |     |     |     |     |     |     |     |     |     |     |     |                    |                 | 59,126.49 |           |
| GRAND TOTAL: .....    |             |                             |     |     |     |     |     |     |     |     |     |     |     |                    |                 |           | 59,126.49 |

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

We hereby warrant that the total reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

*Corazon B. Arcena*  
Corazon B. Arcena

Administrative Assistant-Sectoral Regents' Office

Recommended by:

*Neill John G. Macuha*  
NEILL JOHN G. MACUHA  
Student Regent *aq*

*859,126.49 ch vs OSR MOOE*  
Certified Appropriate Funds Available

*Noreen P. Escultura*  
NOREEN P. ESCULTURA  
Director UPS-Budget Office

*8/15*

Date Prepared: 31 July 2014

*\* Additional*



**OFFICE OF ADMISSIONS**  
**UNIVERSITY OF THE PHILIPPINES**  
1101 Diliman, Quezon City

Tel. Nos. 927-4561; 920-5301 Loc. 6346, 6347 VOIP 981-8500 Loc. 3826, 3827, 3829 Fax No. (632) 927-4561 E-mail: oadms@up.edu.ph

|                           |             |
|---------------------------|-------------|
| <b>UP SYSTEM S.P.M.O.</b> |             |
| Diliman, Quezon City      |             |
| <b>RECEIVED</b>           |             |
| Ref. No.                  |             |
| Date:                     | SEP 08 2014 |
| Time:                     | 11am        |
| By:                       |             |

05 September 2014

Mr. Isagani L. Bagus  
O-I-C, System SPMO  
University of the Philippines  
Diliman, Quezon City

Dear Mr. Bagus:

In connection with the total amount involved in the PPMP for 2014 of the Office of Admissions, please see updated totals below:

|                             |               |                    |
|-----------------------------|---------------|--------------------|
| Items already with BURs     | 5,867,136.84  |                    |
| Items still to be purchased | 1,335,668.41  |                    |
|                             | =====         |                    |
| TOTAL GOODS                 | 7,202,805.25  |                    |
| INFRASTRUCTURE              | 15,500,000.00 | new bldg extension |
|                             | =====         |                    |
| TOTAL AMOUNT OF PPMP        | 22,702,805.25 |                    |

We hope you will find everything in order.

Thank you very much.

Very truly yours,

*A. C. Mendoza*  
Dr. Aurora Odette C. Mendoza  
Director

## OFFICE OF ADMISSIONS: 2014 PPMP SUMMARY

| GENERAL DESCRIPTION   | AMOUNT<br>(WITH BUR) | AMOUNT<br>(W/O BUR) |
|---|----------------------|---------------------|
| AMENDMENT 5/26/14   |                      |                     |
| 1 PLANE FARES & EXCESS BAGGAGE  | 960,000.00           |                     |
| 2 COMPUTERS   | 804,000.00           |                     |
| * CAPITAL OUTLAY  |                      |                     |
| 1 NEW 2-STOREY BLDG EXTN  |                      | 15,500,000.00       |
| 2 REPAINTING OF BLDG EXTERIORS &<br>REPAIR/REPAINTING OF CEILING<br>EAVES | 550,000.00           |                     |
| / EQUIPMENT APPLIANCES  |                      |                     |
| 1 STORAGE RACKING SYSTEM  | 133,621.60           |                     |
| 2 FAX MACHINE   |                      | 8,500.00            |
| 3 HOT & COLD WATER DISPENSER  | 6,685.00             |                     |
| 4 REFRIGERATORS   | 31,605.00            |                     |
| 5 ELECTRIC AIRPOTS  | 29,800.00            |                     |
| 6 ORBIT CEILING FANS  | 3,120.00             |                     |
| 7 STAND FANS  | 7,500.00             |                     |
| 8 AIRCONDITIONERS   | 498,788.95           | 501,211.05          |
| 9 COMPUTER CHAIRS   |                      | 100,000.00          |
| 10 DESKTOP SHREDDER   |                      | 30,000.00           |
| 11 PROJECTOR  |                      | 300,000.00          |
| 12 COMBI OVEN (FOR UFS)   | 274,000.00           |                     |
| 13 COMPUTERS (SEE AMENDMENT ABOVE)  | (405,000.00)         |                     |
| 14 UPS  | 15,360.00            | 64,640.00           |
| / OFFICE SUPPLIES   |                      |                     |
| 1 BOOKPAPER 50  | 323,750.00           |                     |
| 2 BROWN MIMEO PAPER   | 23,100.00            |                     |
| 3 ELEC. TYPEWRITER RIBBON   | 8,970.00             |                     |
| 4 ELEC. TYPEWRITER CORRECTOR  |                      |                     |
| 5 DUPLICATOR INK DP514  | 37,584.00            |                     |
| 6 DUPLICATOR INK DC14   | 46,980.00            |                     |
| 7 DUPLICATOR MASTER   | 46,968.00            |                     |
| 8 BALLPENS (RED)  |                      |                     |
| 9 STAPLE WIRES  | 25,220.00            |                     |
| 10 LEAD PENCILS   |                      |                     |
| 11 CORRECTION PENS  |                      | 1,920.00            |
| 12 SCANNER RIBBONS  |                      | 9,000.00            |
| 13 LINE MATRIX RIBBONS  | 8,580.00             |                     |
| 14 BATTERIES FOR AEL 12V  | 30,360.00            |                     |
| 15 LONG WHITE WINDOW ENV W/O LOGO   |                      | 25,000.00           |
| 16 BATTERIES FOR SMOKE ALARMS   | 3,680.00             |                     |
| 17 BATTERIES FOR MEGAPHONES   | 3,600.00             |                     |
| 18 TONER FOR HP P1102W  | 167,915.00           |                     |
| 19 TONER FOR OTHER HP PRINTERS  |                      |                     |
| 20 TONER FOR SHARP COPIER   | 33,112.00            |                     |
| / PRINTING  |                      |                     |
| 1 APPL FORMS  | 275,000.00           |                     |
| 2 ANSWER SHEETS   | 330,000.00           |                     |
| 3 TEST PERMITS  | 102,500.00           |                     |
| 4 POSTERS   | 24,900.00            |                     |
| 5 PAPER FOLDERS   | 52,965.00            |                     |
| 6 REJECTION NOTICES   |                      | 39,600.00           |
| 7 LONG WHITE WINDOW ENV W/ LOGO   | 57,400.00            |                     |
| 8 SHORT BROWN ENV W/ LOGO   | 58,249.65            |                     |
| 9 LONG BROWN ENV W/ LOGO  |                      |                     |
| 10 TSF 10 5/8" x 11"  | 26,700.00            |                     |
| 11 TSF 5 1/2" x 8 1/2"  | 22,200.00            |                     |
| 12 STICKER W/ UP LOGO   | 8,900.00             |                     |



MAINTENANCE/REPAIRS

|                                     |            |           |
|-------------------------------------|------------|-----------|
| 1 PEST CONTROL                      | 9,400.00   |           |
| 2 TERMITE INTERCEPTION              | 22,000.00  |           |
| 3 REFILLING FIRE EXTINGUISHERS      | 8,160.00   |           |
| 4 SERVICE REPAIR OF SCANNER         | 3,000.00   |           |
| 5 SEVICE REPAIR OF OFFICE VEHICLES  | 118,395.00 | 81,605.00 |
| 6 SERVICE REPAIR OF A/Cs            | 113,784.17 | 36,215.83 |
| 7 SERVICE REPAIR OF OTHER EQUIPMENT | 58,796.00  | 91,204.00 |
| 8 REPAIR OF FRANKING MACHINE        | 4,620.00   |           |
| 9 REPAIR OF FAST PRINTERS           | 7,000.00   |           |

OTHERS

|  |              |                        |
|--|--------------|------------------------|
| 1 UPCAT MEALS                          | 961,265.00   |                        |
| 2 PLANE FARES<br>(SEE AMENDMENT ABOVE) | (950,000.00) |                        |
| 3 COURIER SERVICES                     | 460,000.00   |                        |
| 4 RENTAL PORTALETS                     | 131,000.00   |                        |
| 5 PLASTIC TUMBLERS                     | 57,000.00    |                        |
| 6 INSTANT COFFEE 3IN1                  |              |                        |
| 7 LIPTON TEA                           | 63,375.00    |                        |
| 8 CANDIES                              |              |                        |
| 9 FACE MASK                            | 10,000.00    |                        |
| 10 COTTON GLOVES                       | 8,000.00     |                        |
| 11 OTHER SUPPLIES FOR UPCAT USE        | 153,227.47   | 46,772.53              |
|  | =====        | =====                  |
|  | 5,867,136.84 | 16,835,668.41          |
|  |              | 15,500,000.00 NEW BLDG |
|  |              | =====                  |
|  |              | 1,335,668.41           |

ITEMS ALREADY WITH BURs 5,867,136.84

ITEMS STILL TO BE PURCHASED  
(NO PR & BUR YET) 1,335,668.41

TOTAL 7,202,805.25 GOODS

NEW BUILDING (W/O BUR / ON HOLD) 15,500,000.00 INFRASTRUCTURE

=====

22,702,805.25 TOTAL AMOUNT OF PPMP

**NAME OF DEPARTMENT/AGENCY/BUREAU**

*Address*

**AMENDMENT AS OF 26 MAY 2014**

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: **Name**

**OFFICE OF ADMISSIONS  
UP SYSTEM**

| CODE     | GENERAL DESCRIPTION  | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|----------|--|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|          |  |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| Others : |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|          | 1. Plane fares/<br>Prepaid Baggage for<br>Regional Examiners | 108 pax           | ₱1,133,500.00       |                                  |     |     |     | X   |     |      |     |      |     |     |     |
|          | 2. Computers   | 12 units          | 804,000.00          |                                  |     |     |     | X   |     |      |     |      |     |     |     |
|          |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|          |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|          |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|          |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: **MA. SHARON M. POJAS**  
**ADMINISTRATIVE OFFICER V**

Submitted By:

**AURORA ODETTE C. MENDOZA**  
**DIRECTOR**

Head



**OFFICE OF ADMISSIONS  
UNIVERSITY OF THE PHILIPPINES**

1101 Diliman, Quezon City

Tel. Nos. 927-4561; 920-5301 Loc. 6346, 6347 VOIP 981-8500 Loc. 3826, 3827, 3829 Fax No. (632) 927-4561 E-mail: oadms@up.edu.ph

22 May 2014

Mr. Isagani L. Bagus  
O-I-C, System SPMO  
University of the Philippines  
Diliman, Quezon City

Attention : Ms. Luane Tapnio

|   |             |
|---|-------------|
| <b>UP SYSTEM S.P.M.O.</b><br>Diliman, Quezon City |             |
| <b>RECEIVED</b>                                   |             |
| Ref. No.  | _____       |
| Date:   | MAY 22 2014 |
| Time:   | _____       |
| By:   | _____       |


Dear Mr. Bagus:

As per email request of Ms. Tapnio, requesting for the total amount of the PPMPs of the Office of Admissions submitted last 03 February 2014, please be informed that the total estimated budget for the said PPMPs is P 24,734,353.00 inclusive of the amendments for the budgets for prepaid baggage and computers.

Since Dr. Aurora Mendoza is out of town on official business, we will submit the signed amendments on Monday, 26 May 2014.

Thank you.

Very truly yours,

  
Ma. Sharon M. Pojas  
Administrative Officer V

UP SYSTEM S.P.M.O.  
Diliman, Quezon City

RECEIVED

Ref. No. 14-0021

Date: 7/31/14

Time: 11:50y

By: AS

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR – 2014**

END-USER/UNIT: Name OFFICE OF ADMISSIONS  
UP SYSTEM

| CODE             | GENERAL DESCRIPTION  | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------------------|--|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|                  |  |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| Capital Outlay : |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
| 1.               | New bldg. extension  | 2-storey          | ₱15,500,000         | X                                |     |     |     |     |     |      |     |      |     |     |     |
| 2.               | Exterior repainting<br>of bldg. /repair of ceilings<br>(exterior + interior) | 1-lot             | 500,000             |                                  |     | X   |     |     |     |      |     |      |     |     |     |
|                  |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|                  |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|                  |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|                  |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|                  |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: MA. SHARON M. POJAS  
ADMINISTRATIVE OFFICER V

Submitted By:

PROF. GERALD PIO M. FRANCO  
Director, UP Office of Admissions

Head



NAME OF DEPARTMENT/AGENCY/BUREAU

Address

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) - 2014

END-USER/UNIT: Name

OFFICE OF ADMISSIONS  
UP SYSTEM

| CODE | GENERAL DESCRIPTION    | QUANTITY/<br>SIZE      | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|------------------------|------------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                        |                        |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 1/2  | Equipment/Appliances : |                        |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | 1.                     | Storage Racking System | 1 lot               | ₱250,000                         | X   |     |     |     |     |      |     |      |     |     |     |
|      | 2.                     | Fax Machine            | 1 unit              | 8,500                            | X   |     |     |     |     |      |     |      |     |     |     |
|      | 3.                     | Hot & Cold Water Dis.  | 1 unit              | 7,369                            | X   |     |     |     |     |      |     |      |     |     |     |
|      | 4.                     | Refrigerator 2-Dr.     | 1 unit              | 25,900                           | X   |     |     |     |     |      |     |      |     |     |     |
|      | 5.                     | Electric Airpots       | 20 units            | 69,600                           | X   |     |     |     |     |      |     |      |     |     |     |
|      | 6.                     | Orbit Fans (ceiling)   | 2 units             | 7,600                            | X   |     |     |     |     |      |     |      |     |     |     |
|      | 7.                     | Stand Fans             | 6 units             | 15,600                           | X   |     |     |     |     |      |     |      |     |     |     |

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: MA. SHARON M. POJAS  
ADMINISTRATIVE OFFICER V

Submitted By:

PROF. GERALD PIO M. FRANCO  
Director, UP Office of Admissions

Head

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014**

END-USER/UNIT: Name **OFFICE OF ADMISSIONS  
UP SYSTEMS**

| CODE   | GENERAL DESCRIPTION | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|--------|---------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|        |                     |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 2/2 8. | Airconditioners     | 4 units           | ₱1,000,000          |                                  | X   |     |     |     | X   |      |     |      |     |     |     |
| 9.     | Computer Chairs     | 27 pcs.           | 100,000             |                                  |     |     |     |     | X   |      |     |      |     |     |     |
| 10.    | Desktop Shredder    | 1 unit            | 30,000              | X                                |     |     |     |     |     |      |     |      |     |     |     |
| 11.    | Projector           | 1 unit            | 300,000             |                                  |     |     |     | X   |     |      |     |      |     |     |     |
| 12.    | Combi Oven          | 1 unit            | 274,000             | X                                |     |     |     |     |     |      |     |      |     |     |     |
| 13.    | Computers           | 13 units          | 405,000             |                                  |     | X   |     |     |     |      |     |      |     |     |     |
| 14.    | UPS                 | 12 units          | 80,000              |                                  |     | X   |     |     |     |      |     |      |     |     |     |
|        |                     |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: MA. SHARON M. POJAS  
ADMINISTRATIVE OFFICER V

Submitted By:

PROF. GERALD PIO M. FRANCO  
Director, UP Office of Admissions

Head

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014**

END-USER/UNIT: Name OFFICE OF ADMISSIONS  
UP SYSTEM

| CODE | GENERAL DESCRIPTION            | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|--------------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                                |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 1/3  | Office Supplies :              |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
| 1.   | Bookpaper 50 short             | 3,500 rms         | ₱385,000            | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 2.   | Brown mimeo paper              | 300 rms           | 27,000              |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 3.   | Elec. Typewriter Ribbon 12 pcs |                   | 7,200               |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 4.   | Elec. Typewriter Corr. 6 pcs.  |                   | 3,000               |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 5.   | Duplicator ink DP514 48 carts  |                   | 37,584              | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 6.   | Duplicator ink DC14 60 carts   |                   | 46,980              | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 7.   | Duplicator Master 12 rolls     |                   | 46,968              | x                                |     |     |     |     |     |      |     |      |     |     |     |

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: MA. SHARON M. POJAS  
ADMINISTRATIVE OFFICER V

Submitted By:

PROF. GERALD PIO M. FRANCO  
Director, UP Office of Admissions

Head

**NAME OF DEPARTMENT/AGENCY/BUREAU**

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014**

END-USER/UNIT: **Name** OFFICE OF ADMISSIONS  
UP SYSTEMS

2/3

| CODE | GENERAL DESCRIPTION    | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                        |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 8.   | Ballpens (red)         | 200 pcs.          | ₱ 1,200             |                                  | X   |     |     |     |     |      |     |      |     |     |     |
| 9.   | Staple wires           | 2 cases           | 8,000               |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 10.  | Correction pens        | 24 24 pcs         | 1,920               |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 11.  | Lead pencil No. 2      | 2,160 pcs         | 15,120              |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 12.  | Scanner ribbons        | 6 pcs             | 9,000               |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 13.  | Ribbon for Line matrix | 3 bxs             | 8,580               | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 14.  | 12V Batteries for AEL  | 46 pcs            | 46,000              | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 15.  | Long white window env  | 50 bxs            | 25,000              |                                  |     |     |     |     |     |      |     | x    |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
**MA. SHARON M. POJAS**  
**ADMINISTRATIVE OFFICER V**

Submitted By:

  
**PROF. GERALD PIO M. FRANCO**  
**Director, UP Office of Admissions**

Head



**NAME OF DEPARTMENT/AGENCY/BUREAU**

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014**


END-USER/UNIT: **Name** OFFICE OF ADMISSIONS  
UP SYSTEM

| CODE    | GENERAL DESCRIPTION                   | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|---------|---------------------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|         |                                       |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 3/3 16. | Batteries for Smoke Alarm Detector 9V | 40 pcs            | ₱ 4,000             | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 17.     | Batteries for Megaphones              | 40 pcs            | 5,000               | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 18.     | Toner for HP P1102w                   | 12 bxs            | 50,000              |                                  |     | x   |     |     |     |      |     |      |     |     |     |
| 19.     | Toner for other HP Printers           | 1lot              | 120,000             |                                  |     | x   |     | x   |     | x    |     | x    |     | x   |     |
| 20.     | Toner for Sharp copier                | 4 bxs             | 33,112              | x                                |     |     |     |     |     |      |     |      |     |     |     |
|         |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|         |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|         |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

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**ADMINISTRATIVE OFFICER V**

Submitted By:

  
**PROF. GERALD PIO M. FRANCO**  
**Director, UP Office of Admissions**

Head

**NAME OF DEPARTMENT/AGENCY/BUREAU**

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014**

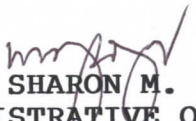
END-USER/UNIT: **Name**      **OFFICE OF ADMISSIONS  
UP SYSTEM**

1/2

| CODE | GENERAL DESCRIPTION               | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|-----------------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                                   |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | <b>Printing :</b>                 |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
| 1.   | UPCAT 2015 Application Forms      | 100,000 sets      | ₱450,000            |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 2.   | UPCAT 2015 Answer Sheets          | 100,000 pcs       | 375,000             |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 3.   | UPCAT 2015 Test Permits           | 100,000 pcs       | 90,000              |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 4.   | UPCAT 2015 Posters                | 6,000 pcs.        | 45,000              |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 5.   | UPCAT 2015 Paper Folder           | 32,000 pcs.       | 80,000              |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 6.   | UPCAT 2015 Rejection Notice Forms | 22 bxs.           | 39,600.             |                                  |     |     |     |     |     |      |     | X    |     |     |     |

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END-USER/UNIT: Name      **OFFICE OF ADMISSIONS**  
**UP SYSTEMS**

| CODE   | GENERAL DESCRIPTION                     | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|--------|---|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|        |   |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 2/2 7. | Long white window env w/logo & w/ print | 150 bxs           | ₱ 75,000            |                                  |     |     |     |     |     |      |     | x    |     |     |     |
| 8.     | Short brown env w/logo & w/ print       | 8 bxs             | 11,200              |                                  |     | x   |     |     |     |      |     |      |     |     |     |
| 9.     | Long brown env w/logo & w/ print        | 20 bxs            | 28,000              |                                  |     | x   |     |     |     |      |     |      |     |     |     |
| 10.    | TSF 10-5/8"x11"                         | 20 bxs            | 50,000              | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 11.    | TSF 5-1/2"x8-1/2"                       | 15 bxs            | 24,000              | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 12.    | UP Sticker w/UP Logo                    | 5,000 pcs         | 28,000              |                                  | x   |     |     |     |     |      |     |      |     |     |     |

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END-USER/UNIT: **Name**

**OFFICE OF ADMISSIONS  
UP SYSTEM**

| CODE | GENERAL DESCRIPTION                                   | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|---|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |   |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 1/2  | <b>Maintenance/Repairs :</b>                          |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
| 1.   | <b>Pest Control Serv. 1 lot (4qrts)</b>               |                   | <b>₱12,000</b>      | x                                |     |     | x   |     |     | x    |     |      | x   |     |     |
| 2.   | <b>Termite Interception 12 mos.</b>                   |                   | <b>₱30,000</b>      | x                                | x   | x   | x   | x   | x   | x    | x   | x    | x   | x   | x   |
| 3.   | <b>Refilling of Fire Ext. 30 units</b>                |                   | <b>8,700</b>        | x                                |     |     |     |     |     |      |     |      |     |     |     |
| 4.   | <b>Service Repair of Scanner 1 unit</b>               |                   | <b>3,000</b>        |                                  | x   |     |     |     |     |      |     |      |     |     |     |
| 5.   | <b>Service Repair of 3 cars</b>                       |                   | <b>200,000</b>      |                                  |     | x   |     |     | x   |      |     | x    |     |     | x   |
| 6.   | <b>Office Vehicle Service Repair of A/Cs 22 units</b> |                   | <b>150,000</b>      |                                  |     | x   |     |     | x   |      |     | x    |     |     | x   |
| 7.   | <b>Service Repair of other equipment 1 lot</b>        |                   | <b>150,000</b>      |                                  |     | x   |     |     | x   |      |     | x    |     |     | x   |

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|--------|---------------------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|        |                                       |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 2/2 8. | Service Repair of<br>Franking machine | 1unit (2qtrs)     | ₱4,620              |                                  |     |     |     | x   |     |      | x   |      |     |     |     |
| 9.     | Service Repair of<br>Fast Printers    | 3 units           | 7,500.              | x                                |     |     |     |     |     |      |     |      |     |     |     |
|        |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|        |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|        |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|        |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|        |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|        |                                       |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

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|--------------|--|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|              |  |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 1/2 Others : |  |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
| 1.           | UPCAT meals                                | 2,000 pax         | ₱950,000            |                                  |     |     |     |     | X   |      |     |      |     |     |     |
| 2.           | Plane fares for                            | 108 pax           | 950,000             |                                  |     |     |     | X   |     |      |     |      |     |     |     |
| 3.           | Regional Examiners<br>Courier Services     | 7,000 env         | 460,000             |                                  |     |     | X   | X   | X   | X    |     |      |     |     |     |
| 4.           | for UPCAT Documents<br>Rental of Portalets | 1 lot             | 140,000             |                                  |     |     |     |     | X   |      | X   |      |     |     |     |
| 5.           | Plastic tumblers                           | 1,000 pcs         | 70,000              |                                  |     |     |     |     | X   |      |     |      |     |     |     |
| 6.           | Instant 3in1 Coffee                        | 5,000 sachets     | 37,500              |                                  |     |     | X   |     |     |      |     |      |     |     |     |

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2/2

| CODE | GENERAL DESCRIPTION                             | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|---|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |   |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 7.   | Lipton Tea                                      | 1000 pcs.         | ₱ 5,000             |                                  |     |     | X   |     |     |      |     |      |     |     |     |
| 8.   | Candies   | 50 bags           | 2,500               |                                  |     |     | X   |     |     |      |     |      |     |     |     |
| 9.   | Face mask/gas mask                              | 1000 pcs.         | 11,000              |                                  |     | X   |     |     |     |      |     |      |     |     |     |
| 10.  | Cotton gloves                                   | 500 pcs.          | 10,000              |                                  |     | X   |     |     |     |      |     |      |     |     |     |
| 11.  | Other supplies/materials 1 lot<br>for UPCAT use |                   | 200,000             |                                  |     |     | X   |     |     | X    |     |      |     |     |     |
|      |   |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      |   |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      |   |                   |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |

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Director, UP Office of Admissions

Head



# UNIVERSITY OF THE PHILIPPINES SYSTEM

OFFICE OF ALUMNI RELATIONS  
Fonacier Hall, Alumni Center, Magsaysay Ave.  
UP Diliman, Quezon City 1101  
Telefax: #9298226; Trunkline: #9818500 Local 4252

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2014

**UP SYSTEM S.P.M.O.**  
Diliman, Quezon City

**RECEIVED**

Ref. No. \_\_\_\_\_  
Date: SEP 10 2014  
Time: 1055AM  
By: [Signature]

End-User/Unit : UPS-Office of Alumni Relations (Fonacier Hall, Alumni Center)

| ITEM & SPECIFICATIONS  | Unit of Measurement | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total | Price (Approx.) | Estimated Amount |
|--|---------------------|------|------|------|------|-----|------|------|------|-------|------|------|------|-------|-----------------|------------------|
| <b>A. Available at procurement service stories</b>               |                     |      |      |      |      |     |      |      |      |       |      |      |      |       |                 |                  |
| <b>COMMON ELECTRICAL SUPPLIES</b>                                |                     |      |      |      |      |     |      |      |      |       |      |      |      |       |                 |                  |
| 1 BALLAST, 18 Watts  | piece               | 12   |      |      |      |     |      | 12   |      |       |      |      |      | 24    | 67.30           | 1,615.20         |
| 2 BALLAST, 36 Watts  | piece               | 12   |      |      |      |     |      | 12   |      |       |      |      |      | 24    | 72.75           | 1,746.00         |
| 3 BATTERY, size AA, Alkaline, 2 pcs./packet                      | packet              | 2    |      |      |      |     |      |      |      |       |      |      |      | 2     | 36.50           | 73.00            |
| 4 BATTERY, size AAA, Alkaline, 2 pcs./packet                     | packet              | 2    |      |      |      |     |      |      |      |       |      |      |      | 2     | 15.00           | 30.00            |
| 5 FLOURESCENT LIGHTING FIXTURE, 1 X 20W                          | set                 | 24   |      |      |      |     |      |      |      |       |      |      |      | 24    | 290.00          | 6,960.00         |
| 6 FLOURESCENT LIGHTING FIXTURE, 1 X 40W                          | set                 | 12   |      |      |      |     |      | 12   |      |       |      |      |      | 24    | 370.00          | 8,880.00         |
| 7 FLOURESCENT LAMP, tubular, 18 Watts                            | piece               | 12   |      |      |      |     |      | 12   |      |       |      |      |      | 24    | 32.77           | 786.48           |
| 8 FLOURESCENT LAMP, tubular, 36 Watts                            | piece               | 12   |      |      |      |     |      | 12   |      |       |      |      |      | 24    | 33.95           | 814.80           |
| 9 STARTER, 4-40 Watts  | piece               | 24   |      |      |      |     |      | 12   |      |       |      |      |      | 36    | 4.00            | 144.00           |
| 10 TAPE, Electrical  | piece               | 4    |      |      |      |     |      | 2    |      |       |      |      |      | 6     | 18.60           | 111.60           |
| 11 6 Gang Outlet Extension Wire (Heavy Duty) 10 ft.              | set                 | 6    |      |      |      |     |      |      |      |       |      |      |      | 6     | 350.00          | 2,100.00         |
| 12 WIRE, Electrical (Stranded; gauge #12, 1000 meters)           | box                 |      |      |      | 1    |     |      |      |      |       |      |      |      | 1     | 5,000.00        | 5,000.00         |
| 13 WIRE, Electrical (Solid; gauge #12, 1000 meters)              | box                 |      |      |      | 1    |     |      |      |      |       |      |      |      | 1     | 5,000.00        | 5,000.00         |
| 14 PIN LIGHTS, 18 Watts  | piece               | 5    |      |      |      |     |      | 5    |      |       |      |      |      | 10    | 150.00          | 1,500.00         |
| 15 Electrical Outlet (4 Gang Outlet)                             | set                 |      |      |      |      |     |      | 2    |      |       |      |      |      | 2     | 120.00          | 240.00           |
| 16 Electrical Outlet (2 Gang Outlet)                             | set                 |      |      |      |      |     |      |      |      |       | 6    |      |      | 6     | 80.00           | 480.00           |
|  |                     |      |      |      |      |     |      |      |      |       |      |      |      | 0     |                 | -                |
| <b>COMMON COMPUTER &amp; XEROX MACHINE SUPPLIES/CONSUMABLES</b>  |                     |      |      |      |      |     |      |      |      |       |      |      |      |       |                 |                  |
| 1 COMPUTER CONTINUOUS FORMS, 1 Ply, 11" x 9-1/2" 2000            | box                 |      |      |      | 2    |     |      |      |      |       |      |      |      | 2     | 520.00          | 1,040.00         |
| 2 COMPUTER CONTINUOUS FORMS, 2 Ply, 11" x 9-1/2" 1000            | box                 |      |      |      | 1    |     |      |      |      |       |      |      |      | 1     | 585.00          | 585.00           |
| 3 COMPUTER CONTINUOUS FORMS, 3 Ply, 11" x 9-1/2" 500             | box                 |      |      |      | 1    |     |      |      |      |       |      |      |      | 1     | 490.00          | 490.00           |
| 4 COMPUTER CONTINUOUS FORMS, 4 Ply, 11" x 9-1/2" 250             | box                 |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 348.00          | 348.00           |
| 5 COMPACT DISK RECORDABLE, min. 700MB, 1x-52x min. speed, 80mins | piece               | 12   |      |      |      |     |      |      |      |       | 12   |      |      | 24    | 9.20            | 220.80           |
| 6 COMPACT DISK REWRITABLE, min. 700MB, 80mins rec., 4x-10min.    | piece               | 12   |      |      |      |     |      |      |      |       | 12   |      |      | 24    | 17.00           | 408.00           |
| 7 DVD Recordable, 16x speed, 4.7GB capacity                      | piece               |      |      |      |      |     |      |      |      |       | 12   |      |      | 12    | 12.70           | 152.40           |
| 8 DVD Rewritable, 4x speed, 4.7GB capacity                       | piece               |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 20.50           | 246.00           |
| 9 FLASH DRIVE, 8GB, USB 2.0, plug and play                       | piece               |      |      |      |      |     |      |      |      |       | 2    |      |      | 4     | 478.00          | 956.00           |
| 10 FLASH DRIVE, 16GB, USB 2.0, plug and play                     | piece               |      |      |      | 2    |     |      |      |      |       | 2    |      |      | 4     | 635.00          | 2,540.00         |
| 11 TONER CARTRIDGE, HP Q5949A                                    | cart                |      |      |      | 1    |     |      |      |      |       | 1    |      |      | 2     | 3,500.00        | 7,000.00         |
| 12 TONER CARTRIDGE, TK 100, for KYOSERA MITA KM-1500             | cart                | 1    |      |      | 1    |     |      | 1    |      |       | 1    |      |      | 4     | 2,848.00        | 11,392.00        |
| 13 RIBBON, EPSON RN 8750   | cart                |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 79.00           | 158.00           |
| 14 INK CARTRIDGE, HP CN692AA (HP704) black                       | cart                |      |      |      |      |     |      | 1    |      |       | 1    |      |      | 2     | 332.40          | 664.80           |
| 15 INK CARTRIDGE, HP CN693AA (HP704) tricolor                    | cart                |      |      |      |      |     |      | 1    |      |       | 1    |      |      | 2     | 332.40          | 664.80           |
| 16 INK CARTRIDGE, HP 685- black                                  | cart                | 2    |      |      | 2    |     |      | 2    |      |       | 2    |      |      | 8     | 200.00          | 1,600.00         |
| 17 INK CARTRIDGE, HP 685- cyan                                   | cart                | 2    |      |      | 2    |     |      | 2    |      |       | 2    |      |      | 8     | 200.00          | 1,600.00         |
| 18 INK CARTRIDGE, HP 685- magenta                                | cart                | 2    |      |      | 2    |     |      | 2    |      |       | 2    |      |      | 8     | 200.00          | 1,600.00         |
| 19 INK CARTRIDGE, HP 685- yellow                                 | cart                | 2    |      |      | 2    |     |      | 2    |      |       | 2    |      |      | 8     | 200.00          | 1,600.00         |
| 20 RJ 45   | piece               |      |      |      |      |     |      |      |      |       | 20   |      |      | 20    | 8.00            | 160.00           |
| 21 CABLE WIRE (INTERNET)   | meters              |      |      |      |      |     |      |      |      |       | 50   |      |      | 50    | 12.00           | 600.00           |
| 22 TONER CARTRIDGE, HP C2195A                                    | cart                |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 4,800.00        | 4,800.00         |
| 23 STICKER PAPER (A4 size)                                       | sheets              |      |      |      |      |     |      |      |      |       | 20   |      |      | 20    | 3.00            | 60.00            |
|  |                     |      |      |      |      |     |      |      |      |       |      |      |      | 0     | 0               | -                |
| <b>COMMON OFFICE SUPPLIES</b>                                    |                     |      |      |      |      |     |      |      |      |       |      |      |      |       |                 |                  |
| 1 AIR FRESHENER, 280ml/can                                       | can                 |      |      |      |      |     |      |      |      |       | 3    |      |      | 3     | 93.00           | 279.00           |
| 2 ALOCOHOL 70%, Ethyl  | bottle              | 2    | 2    | 2    | 2    | 2   | 2    | 2    | 2    | 2     | 2    | 2    | 2    | 24    | 38.00           | 912.00           |
| 3 CLIP, backfold, 25mm, 12s/box                                  | box                 |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 16.00           | 32.00            |
| 4 CLIP, backfold, 50mm, 12s/box                                  | box                 |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 44.00           | 88.00            |
| 5 CLIP, backfold, 19mm, 12s/box                                  | box                 |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 8.00            | 16.00            |
| 6 CLIP, backfold, 32mm, 12s/box                                  | box                 |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 18.00           | 36.00            |
| 7 CORRECTION FLUID, water based, min. 15ml                       | bottle              |      |      |      |      |     |      |      |      |       | 6    |      |      | 6     | 9.90            | 59.40            |
| 8 DATA FILE BOX, (5" X 9" X 15-3/4")                             | box                 | 24   |      |      | 24   |     |      | 24   |      |       | 24   |      |      | 96    | 66.00           | 6,336.00         |
| 9 ENVELOPE, documentary (10" x 15"), 500s/box                    | box                 | 2    |      |      |      |     |      |      |      |       | 2    |      |      | 4     | 561.00          | 2,244.00         |
| 10 ENVELOPE, mailing white, 500s/box                             | box                 | 5    |      |      |      |     |      |      |      |       | 5    |      |      | 10    | 159.85          | 799.25           |
| 11 ENVELOPE, documentary, A4, 500s/box                           | box                 | 1    |      |      |      |     |      |      |      |       | 1    |      |      | 2     | 526.50          | 1,053.00         |
| 12 FILE ORGANIZER, expanding, legal, plastic, assorted colors    | piece               |      |      |      |      |     |      |      |      |       | 25   |      |      | 25    | 83.20           | 2,080.00         |
| 13 FOLDER, morocco/fancy, legal size, 50s/pack                   | pack                |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 302.00          | 302.00           |
| 14 FOLDER, morocco/fancy, A4 size, 50s/pack                      | pack                |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 313.00          | 313.00           |
| 15 FOLDER, clear plastic, L-type, A4 size, 50s/pack              | pack                |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 248.00          | 248.00           |
| 16 GLUE, all purpose, 300 grams min.                             | jar                 |      |      |      |      |     |      |      |      |       | 6    |      |      | 6     | 39.00           | 234.00           |
| 17 MAP Pin, round head, 100s/box                                 | box                 |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 37.00           | 37.00            |
| 18 MARKER, Fluorescent, 3 colors/set                             | set                 |      |      |      |      |     |      |      |      |       | 4    |      |      | 4     | 42.00           | 168.00           |
| 19 MARKING PEN, whiteboard, black                                | piece               |      |      |      |      |     |      | 6    |      |       | 6    |      |      | 6     | 15.25           | 91.50            |
| 20 MARKING PEN, whiteboard, blue                                 | piece               |      |      |      |      |     |      | 6    |      |       | 6    |      |      | 6     | 15.25           | 91.50            |
| 21 MARKING PEN, whiteboard, red                                  | piece               |      |      |      |      |     |      | 6    |      |       | 6    |      |      | 6     | 14.00           | 84.00            |
| 22 MARKER, permanent, black                                      | piece               | 6    |      |      |      |     |      |      |      |       | 6    |      |      | 6     | 14.00           | 84.00            |
| 23 MARKER, permanent, blue                                       | piece               | 6    |      |      |      |     |      |      |      |       | 6    |      |      | 6     | 14.00           | 84.00            |
| 24 MARKER, permanent, red  | piece               | 6    |      |      |      |     |      |      |      |       | 6    |      |      | 6     | 14.00           | 84.00            |
| 25 OIL, for general purpose, 120 ml.                             | bottle              |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 35.00           | 35.00            |
| 26 PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad                | pad                 |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 21.00           | 42.00            |
| 27 PAPER, multi-copy, 210mm x 297mm (A4), 80gsm                  | ream                |      |      |      |      | 20  |      | 20   |      |       |      |      |      | 40    | 140.00          | 5,600.00         |
| 28 PAPER, multi-copy, 8 1/2 x 13 (legal size), 70gsm             | ream                |      |      |      |      |     |      | 2    |      |       |      |      |      | 2     | 222.00          | 444.00           |
| 29 PAPER FASTENER for paper, plastic, 50sets/box                 | box                 |      |      |      |      |     |      | 5    |      |       |      |      |      | 5     | 110.00          | 550.00           |
| 30 PAPER CLIP, gem type, jumbo, 48mm, 100s/box                   | box                 |      |      |      |      | 5   |      |      |      |       |      |      |      | 5     | 15.90           | 79.50            |
| 31 PAPER CLIP, gem type, 32mm, 100s/box                          | box                 |      |      |      |      | 5   |      |      |      |       |      |      |      | 5     | 11.00           | 55.00            |
| 32 PENCIL, lead w/ eraser, one (1) dozen per box                 | box                 |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 26.00           | 26.00            |
| 33 PUSH PIN, flat head type, assorted colors, 100s/box           | box                 |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 30.00           | 30.00            |
| 34 RECORD BOOK, 500 pages, smyth sewn                            | book                |      |      |      |      |     |      | 3    |      |       |      |      |      | 3     | 89.00           | 267.00           |
| 35 RIBBON, NYLON for manual typewriter                           | spool               |      |      |      | 1    |     |      |      |      |       |      |      |      | 1     | 18.00           | 18.00            |
| 36 RUBBER BAND, 1.0MM MIN THICKNESS, MIN. 350grms/box            | box                 |      |      |      |      |     |      |      |      |       | 1    |      |      | 1     | 133.00          | 133.00           |
| 37 RULER, Plastic, 300mm   | piece               |      |      |      |      |     |      |      |      |       | 3    |      |      | 3     | 4.00            | 12.00            |
| 38 RULER, Plastic, 450mm   | piece               |      |      |      |      |     |      |      |      |       | 3    |      |      | 3     | 37.00           | 111.00           |
| 39 SIGN PEN, black   | piece               | 6    |      |      |      |     |      | 6    |      |       |      |      |      | 12    | 42.00           | 504.00           |
| 40 SIGN PEN, <del>black</del> blue                               | piece               | 6    |      |      |      |     |      | 6    |      |       |      |      |      | 12    | 42.00           | 504.00           |
| 41 SIGN PEN, <del>black</del> red                                | piece               | 6    |      |      |      |     |      | 6    |      |       |      |      |      | 12    | 42.00           | 504.00           |
| 42 STAPLE WIRE, standard, #35                                    | box                 | 6    |      |      |      |     |      |      |      |       |      |      |      | 6     | 26.00           | 156.00           |
| 43 TAPE, Masking, 24mm, 50meters length                          | roll                |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 42.00           | 84.00            |
| 44 TAPE, Masking, 48mm, 50meters length                          | roll                |      |      |      |      |     |      |      |      |       | 2    |      |      | 2     | 84.00           | 168.00           |



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|   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |           |              |
|---|---|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|-----------|--------------|
|   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1  | 250.00    | 250.00       |
| 5   | TYPEWRITER, CLEANING SERVICES                             | unit    |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1  | 200.00    | 200.00       |
| 6   | TYPEWRITER, REPAIR SERVICES                               | unit    | 3 |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   | 12 | 500.00    | 6,000.00     |
| 7   | COMPUTER, PC-CLEANING & REPAIR SERVICES                   | unit    |   |   |   |   |   |   |   |   |   |   | 1 |   |   |   | 2  | 500.00    | 1,000.00     |
| 8   | PHOTO COPIER, CLEANING & REPAIR SERVICES                  | unit    | 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |    |           |              |
| 9   | ROOF, ROOMS & BUILDING REPAIR SERVICES                    | service | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 500.00    | 12,000.00    |
| 10  |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 0  | -         | -            |
| PURCHASE OF OFFICE EQUIPMENT, APPLIANCE AND FURNITURE |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |           |              |
| 1   | PRINTER, LASERJET PRO 400, M401n (HP)                     | unit    |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1  | 28,000.00 | 28,000.00    |
| 2   | FAX MACHINE (Plain paper) Multi-purpose                   | unit    |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 1  | 5,500.00  | 5,500.00     |
| 3   | EMERGENCY LIGHT, automatic light up on power interruption | set     |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 6  | 1,800.00  | 10,800.00    |
|   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 0  | -         | -            |
|   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |           | 3,483,828.75 |

TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION  
APPROVED BUDGET

We hereby warrant that the total amount reflected in this Project Procurement Management Plan (PPMP) to procure the listed common-use supplies, materials, equipment, projects, utility bills and services has been included in or is within our approved budget for the year.

Prepared by:

MR. JAY CLAMORATO  
URA II

Approved by:

PROF. JOSE WENDELL P. CAPILI, Ph.D.  
Asst. Vice President for Public Affairs &  
Director, UPS-Office of Alumni Relations

94,300

**UNIVERSITY OF THE PHILIPPINES SYSTEM**  
Diliman, Quezon City

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**UP SYSTEM S.P.M.O.**  
Diliman, Quezon City

**RECEIVED**

Ref. No. SEP 10 2014

Date: 11/01/14

Time: 11:01 Am

By: ERMA

**END-USER/UNIT: OFFICE OF INTERNATIONAL LINKAGES**

| CODE | GENERAL DESCRIPTION                           | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET   | SCHEDULE/MILESTONE OF ACTIVITIES |     |           |     |           |     |                   |                               |      |     |                   |     |
|------|---|-------------------|-----------------------|----------------------------------|-----|-----------|-----|-----------|-----|-------------------|-------------------------------|------|-----|-------------------|-----|
|      |   |                   |                       | Jan                              | Feb | Mar       | Apr | May       | Jun | July              | Aug                           | Sept | Oct | Nov               | Dec |
|      | I. Car Maintenance                            |                   |                       |                                  |     |           |     |           |     |                   |                               |      |     |                   |     |
|      | 1. Gasoline for 10 months<br>(Ave. 7,000/mo.) |                   | 70,000.00             |                                  |     |           |     |           |     |                   | As needed                     |      |     |                   |     |
|      | 2. Change OIL                                 |                   | 5,045.00              |                                  |     |           |     |           |     | Prepare documents |                               |      |     |                   |     |
|      | 3. Change OIL                                 |                   | 7,000.00              |                                  |     |           |     |           |     |                   |                               |      |     | Prepare documents |     |
|      | <b>Sub-Total</b>                              |                   | <b>82,045.00</b>      |                                  |     |           |     |           |     |                   |                               |      |     |                   |     |
|      | II. Development and Printing of leaflets      | 1,000 copies      | <b>85,000.00</b>      |                                  |     |           |     |           |     |                   |                               |      |     |                   |     |
|      | III. Equipment and other Request              |                   |                       |                                  |     |           |     |           |     |                   |                               |      |     |                   |     |
|      | 1. Filing Cabinet                             | 4 units           | 22,720.00<br>(actual) | Prepared documents for bidding   |     |           |     | Delivered |     |                   |                               |      |     |                   |     |
|      | 2. APC Back-UPS                               | 5 units           | 26,725.00<br>(actual) | Prepared documents for bidding   |     | Delivered |     |           |     |                   |                               |      |     |                   |     |
|      | 3. LCD Projector with Tripod Screen           | 1 unit            | 26,900.00<br>(actual) | Prepared docs for bidding        |     |           |     | Delivered |     |                   |                               |      |     |                   |     |
|      | 4. Office Chairs with Arms                    | 6 units           | 30,000.00             |                                  |     |           |     |           |     |                   | Prepare documents for bidding |      |     |                   |     |
|      | 5. Desktop Computer set                       | 1 unit            | 60,000.00             |                                  |     |           |     |           |     |                   | Prepare documents for bidding |      |     |                   |     |
|      | 6. Computer Table with Chair                  | 2 sets            | 20,000.00             |                                  |     |           |     |           |     |                   | Prepare documents for bidding |      |     |                   |     |
|      | 7. Video Camera                               | 1 units           | 25,000.00             |                                  |     |           |     |           |     |                   | Prepare documents for bidding |      |     |                   |     |

|     |  |         |                   |  |  |  |  |  |              |              |   |
|-----|--|---------|-------------------|--|--|--|--|--|--------------|--------------|---|
| 8.  | Laptop   | 1 unit  | 35,000.00         |  |  |  |  |  |              |              | Prepare documents for bidding as soon as the request is approved. |
| 9.  | Software Microsoft Win 8 Professional 64 BIT OEM | 3 units | 22,464.00         |  |  |  |  |  |              |              | Prepare documents for bidding as soon as the request is approved. |
| 10. | Software Microsoft Office PRO 2013 32-BIT/x64    | 3 units | 55,464.00         |  |  |  |  |  |              |              | Prepare documents for bidding as soon as the request is approved. |
| 11. | Carpet (entrance of OIL and UPSIO)               | 1 lot   | 15,000.00         |  |  |  |  |  |              |              | Prepare documents for bidding as soon as the request is approved. |
| 12. | LCD Projector                                    | 1 unit  | 40,000.00         |  |  |  |  |  |              |              | Prepare documents for bidding                                     |
| 13. | Dining table good for 4 persons                  | 1 unit  | 30,000.00         |  |  |  |  |  |              |              | Prepare documents for bidding as soon as the request is approved. |
| 14. | Carrier Allum Blade                              | 1 unit  | 2,500.00          |  |  |  |  |  | Paid in cash |              |   |
| 15. | Computer Table                                   | 1 unit  | 1,889.77          |  |  |  |  |  | Paid in cash |              |   |
| 16. | Small Cabinet                                    | 1 unit  | 2,999.75          |  |  |  |  |  |              | Paid in cash |   |
| 17. | Office Table                                     | 1 unit  | 4,799.75          |  |  |  |  |  |              | Paid in cash |   |
|     | <b>Sub-Total</b>                                 |         | <b>421,462.27</b> |  |  |  |  |  |              |              |   |
|     | <b>Grand Total</b>                               |         | <b>588,507.27</b> |  |  |  |  |  |              |              |   |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
**Maria Evelyn R. Dilig**  
Administrative Officer III

Submitted By:

  
**Rhodora V. Azanza, Ph.D.**  
Assistant Vice President for Academic Affairs  
Director, Office of International Linkages



## ANNUAL PROCUREMENT PLAN FOR 2014

### For Common-Use Supplies and Equipment

### INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
  2. For Sub - Depots please refer to the following:
    - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
    - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
    - c. Surigao Del Norte - **Surigao Del Norte**
    - d. Camiguin - **Camiguin**
  3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
  4. Do not delete any field in the APP Form.
  5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
  6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
  7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
  8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: Office of International Linkages, University of the Philippines  
Region: National Capital Region  
Address: First Floor Mezzanine, North Wing, Quezon Hall  
U.P. Diliman, Quezon City

Contact Person: Maria Evelyn R. Dilig  
Position: Administrative Officer III  
E-mail : evelyn.dilig@yahoo.com  
Telephone/Mobile Nos: +632-9288321

ENCODED  
ES OLIS  
AUG 05 2014

UP SYSTEM S.P.M.O.  
Diliman, Quezon City

RECEIVED

Ref. No. \_\_\_\_\_  
Date: 8/5/14  
Time: 9:47 AM  
By: ES OLS

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| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 520.00                                   | -            |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 818.48                                   | -            |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 581.67                                   | -            |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 951.08                                   | -            |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 480.48                                   | -            |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 778.96                                   | -            |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 338.00                                   | -            |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.80                                   | -            |
| 9. COMPACT DISK CASE, 50 CDs capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 50.84                                    | 50.84        |
| 10. COMPACT DISK DRIVE CLEANER  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.22                                    | -            |
| 11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.79                                     | -            |
| 12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.62                                    | -            |
| 13. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     | 10   |     |     | 20  | 30    | 11.70                                    | 351.00       |
| 14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     | 10   |     |     | 20  | 30    | 19.96                                    | 598.80       |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 292.08                                   | -            |
| 16. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     | 3    |     |     |     | 3     | 468.00                                   | 1,404.00     |
| 17. INK CARTRIDGE, HP 51645A (HP 45)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,216.86                                 | -            |
| 18. INK CARTRIDGE, HP C6615DA (HP 15)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,149.54                                 | -            |
| 19. INK CARTRIDGE, HP C1823DA (HP 23)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,489.20                                 | -            |
| 20. INK CARTRIDGE, HP C6625A (HP 17)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,250.52                                 | -            |
| 21. INK CARTRIDGE, HP C6578A/D (HP 78)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                 | -            |
| 22. INK CARTRIDGE, HP C6614D (HP 20)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,344.36                                 | -            |
| 23. INK CARTRIDGE, HP C4844A (HP 10)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,402.50                                 | -            |
| 24. INK CARTRIDGE, HP C8727AA (HP 27)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 743.58                                   | -            |
| 25. INK CARTRIDGE, HP C8728AA (HP 28)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 873.12                                   | -            |
| 26. INK CARTRIDGE, HP C6656AA (HP 56)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 810.90                                   | -            |
| 27. INK CARTRIDGE, HP C6657AA (HP 57)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                 | -            |
| 28. INK CARTRIDGE, HP C9351AA (HP 21)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 615.06                                   | -            |
| 29. INK CARTRIDGE, HP C9352AA (HP 22)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 708.90                                   | -            |
| 30. INK CARTRIDGE, HP C8765WA (HP 94)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 820.08                                   | -            |
| 31. INK CARTRIDGE, HP C8766WA (HP 95)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 32. INK CARTRIDGE, HP C9361WA (HP 93)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 787.44                                   | -            |
| 33. INK CARTRIDGE, HP C9362WA (HP 92)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 34. INK CARTRIDGE, HP CB314A (HP 900), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 256.02                                   | -            |
| 35. INK CARTRIDGE, HP CB315A (HP 900), tri-color  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 329.46                                   | -            |
| 36. INK CARTRIDGE, Epson T017   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 37. INK CARTRIDGE, Epson T018   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 38. INK CARTRIDGE, Lexmark # 27, colored  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 40. INK CARTRIDGE, Epson T038  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson T039  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB conection type                               | piece           |                      |     |       |       |     |      |      |     |      |     |     | 3   | 3     | 197.60                                   | 592.80       |
| 43. TONER CARTRIDGE,HP C3906A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE,HP C3903A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE,HP C4092A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE,HP C4096A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE,HP C7115A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 48. TONER CARTRIDGE,HP 92298A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE,HP C4127X  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50 TONER CARTRIDGE, HP Q2613X  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE,HP Q2612A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 52. TONER CARTRIDGE,HP Q5942A  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 53. TONER CARTRIDGE, HP Q6511A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 65. TONER CARTRIDGE, HP Q7553A                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 68. TONER CARTRIDGE, Brother TN3060                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 74. RIBBON, Epson RN 8755  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 75. RIBBON, Epson RN 8750  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 76. RIBBON, Epson RN 7754  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 78. RIBBON, Epson RN SO 15327  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE SUPPLIES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. ACETATE, gauge #3, 50m in length                                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280mL/can  | can             |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 92.56                                    | 370.24       |
| 3. ALCOHOL, 70%, ethyl   | bottle          |                      |     |       |       |     |      |      |     | 4    |     |     | 4   | 8     | 37.70                                    | 301.60       |
| 4. AUDIO CASSETTE TAPE, 90min. recording time                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                    | -            |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50                                    | -            |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44                                   | -            |



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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00 | -   |              |
| 8. CARTOLINA, assorted color, 20s/pack                         | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80  | -   |              |
| 9. CARTOLINA, white, 20s/pack                                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20  | -   |              |
| 10. CHALK, white, dustless, 100 pcs/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81  | -   |              |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 8.42   | 84.20                                     |              |
| 12. CLIP, backfold, 25mm, 12s/box                              | box             |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 15.60  | 156.00                                    |              |
| 13. CLIP, backfold, 50mm, 12s/box                              | box             |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 43.68  | 436.80                                    |              |
| 14 CLIP, backfold, 19mm, 12s/box                               | box             |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 7.54   | 75.40                                     |              |
| 15. CLIP, backfold, 32mm, 12s/box                              | box             |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 17.42  | 174.20                                    |              |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                          | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84  | -   |              |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -   |              |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -   |              |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -   |              |
| 20. COLUMNAR NOTEBOOK, 12 cols                                 | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64  | -   |              |
| 21. CORRECTION FLUID, water based, min 15mL.                   | bottle          |                      |     |       |       |     |      |      |     |      |     |     | 3   | 3     | 9.82   | 29.46                                     |              |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.47  | -   |              |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")               | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07  | -   |              |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 560.56 | -   |              |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 675.86 | 675.86                                    |              |
| 26. ENVELOPE, mailing white, 500s/box                          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 159.78 | -   |              |
| 27. ENVELOPE, mailing white with window, 500s                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58 | -   |              |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60 | -   |              |
| 29. ENVELOPE, expanding, plastic, legal size                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81  | -   |              |
| 30. ENVELOPE, documentary, A4, 500s/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 526.24 | -   |              |
| 31. ERASER, blackboard/whiteboard                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -   |              |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68   | -   |              |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20  | -   |              |
| 34. FOLDER, pressboard, plain, legal, 100s/box                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64 | -   |              |
| 35. FOLDER, tagboard, legal size, 100s/box                     | pack            |                      |     |       |       |     |      |      |     | 1    |     |     |     | 1     | 413.92 | 413.92                                    |              |
| 36. FOLDER, tagboard, A4 size, 100s/box                        | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 253.76 | -   |              |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 301.60 | -   |              |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                   | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 312.00 | -   |              |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack           | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52 | -   |              |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack        | pack            |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 228.80 | 228.80                                    |              |
| 41. GLUE, all purpose, 300 grams min.                          | jar             |                      |     |       |       |     |      |      |     | 2    |     |     |     | 2     | 37.43  | 74.86                                     |              |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97  | -   |              |
| 43. INDEX CARD,3"x 5",ruled both sides, 500s/pack              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45  | -   |              |
| 44. INDEX CARD, 5" x 8",ruled both side, 500s/pack             | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84  | -   |              |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50  | -   |              |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68  | -   |              |
| 47. INDEX TAB, self-adhesive, 5 sets/box                       | box             |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 67.60  | 676.00                                    |              |
| 48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube             | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -   |              |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle              | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54 | -   |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61  | -   |              |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56  | -   |              |
| 52. MAP PIN, round head, 100s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40  | -   |              |



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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 53. MARKER, fluorescent, 3 colors/set                                    | set             |                      |     |       |       |     |      |      |     |      |     |     | 2   | 2     | 41.60                                    | 83.20        |
| 54. MARKING PEN, whiteboard, black                                       | piece           |                      |     |       |       |     |      |      |     | 2    |     |     |     | 2     | 15.08                                    | 30.16        |
| 55. MARKING PEN, whiteboard, blue  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |
| 56. MARKING PEN, whiteboard, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |
| 57. MARKER, permanent, black   | piece           |                      |     |       |       |     |      |      |     | 2    |     |     |     | 2     | 13.50                                    | 27.00        |
| 58. MARKER, permanent, blue  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 59. MARKER, permanent, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.50                                    | -            |
| 60. MARKING PEN, for transparency  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24                                    | -            |
| 61. NOTE BOOK, stenographer's, 40 leaves                                 | piece           |                      |     |       |       |     |      |      |     |      |     |     | 10  | 10    | 7.49                                     | 74.90        |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 52.00                                    | -            |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 31.20                                    | -            |
| 66. OIL, for general purpose, 120 mL                                     | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.99                                    | -            |
| 67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm               | ream            |                      |     |       |       |     |      |      |     | 30   |     |     | 30  | 60    | 104.80                                   | 6,288.00     |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 144.35                                   | -            |
| 72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm                | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                    | -            |
| 74. PAPER, thermal, 210mmx30M, 1/2" core                                 | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 75. PAPER, thermal, 216mmx30M, 1/2" core                                 | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                    | -            |
| 76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm                           | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 139.32                                   | -            |
| 77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack                    | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 78. PAPER FASTENER, for paper, metal, 50 sets/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 82.04                                    | -            |
| 79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                    | -            |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             |                      |     |       |       |     |      |      |     | 10   |     |     | 15  | 25    | 8.84                                     | 221.00       |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 24.89                                    | 99.56        |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.00                                    | -            |
| 84. RECORD BOOK, 300 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.44                                    | -            |
| 85. RECORD BOOK, 500 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 88.40                                    | 353.60       |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                    | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                     | -            |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                    | -            |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 132.68                                   | 132.68       |
| 94. RULER, plastic, 300mm  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.64                                     | -            |
| 95. RULER, plastic, 450mm  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 96. SIGN PEN, black  | piece           |                      |     |       |       |     |      |      |     | 10   |     |     | 12  | 22    | 41.48                                    | 912.56       |
| 97. SIGN PEN, blue   | piece           |                      |     |       |       |     |      |      |     | 10   |     |     | 12  | 22    | 41.48                                    | 912.56       |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 98. SIGN PEN, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.48                                     | -            |
| 99. STAMP PAD INK, violet, 50mL                               | bottle          |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 27.04                                     | 27.04        |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.96                                     | -            |
| 101. STAPLE WIRE, standard, #35                               | box             |                      |     |       |       |     |      |      |     | 1    |     |     | 2   | 3     | 25.98                                     | 77.94        |
| 102. TAPE, adding machine, GSP bond                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                     | -            |
| 103. TAPE, masking, 24mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60                                     | -            |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 83.82                                     | 335.28       |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 10.87                                     | 108.70       |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.38                                     | -            |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      |     |       |       |     |      |      |     | 2    |     |     |     | 2     | 19.24                                     | 38.48        |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl               | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                     | -            |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl            | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36                                     | -            |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 61.15                                     | -            |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                     | -            |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40                                    | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| <b>COMMON OFFICE DEVICES</b>                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 10.40                                     | 10.40        |
| 2. CUTTER, heavy duty   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 27.04                                     | -            |
| 3. PUNCHER, heavy duty  | piece           |                      |     |       |       |     |      |      |     | 2    |     |     |     | 2     | 114.40                                    | 228.80       |
| 4. SCISSORS, (6")   | pair            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.72                                     | -            |
| 5. SHARPENER, single cutterhead                               | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 147.35                                    | -            |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 436.80                                    | 436.80       |
| 7. STAPLER, heavy duty, standard                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 162.84                                    | -            |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                     | -            |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 40.23                                     | 40.23        |
| 10. WASTE BASKET, plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.99                                     | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| <b>COMMON JANITORIAL SUPPLIES</b>                             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                     | -            |
| 2. BROOM, soft (tambo)  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                    | -            |
| 3. BROOM, STICK (tingting)                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.76                                     | -            |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 17.32                                     | 17.32        |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.16                                     | -            |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 23.92                                     | -            |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      |     |       |       |     |      |      |     | 1    |     |     | 1   | 2     | 239.20                                    | 478.40       |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      |     |       |       |     |      |      |     |      |     |     | 1   | 1     | 26.00                                     | 26.00        |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                    | -            |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                    | -            |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50                                    | -            |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                    | -            |
| 13. INSECTICIDE, 600mL (420g) /can                            | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 116.48                                    | -            |
| 14. MOPHANDLE, screw type, wooden handle                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                     | -            |
| 15. MOPHEAD, 100% rayon, 400g                                 | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 71.76                                     | -            |
| 16. RAG, COTTON, (7") in diameter                             | kilo            |                      |     |       |       |     |      |      |     | 1    |     |     | 1   | 2     | 43.68                                     | 87.36        |
| 17. SCOURING PAD, economy size                                | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96                                    | -            |

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| 18. TOILET BOWL & URINAL CLEANER, 900ml   | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 62.40                                    | -            |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack   | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.28                                    | -            |
| 20. TRASHBAG, plastic, black, (XL)  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                   | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>LEGAL SIZE PAPER</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. PAPER, bond, Premium Grade   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.22                                   | -            |
| 2. PAPER, mimeo, Groundwood   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52                                    | -            |
| 3. PAPER, mimeo, Whitewove  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02                                   | -            |
| 4. PAPER, for PPC   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33                                   | -            |
| 5. PAPER, multicopy, legal, for laser printing  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72                                   | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE EQUIPMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00                                 | -            |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92                                 | -            |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52                                 | -            |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12                                | -            |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52                                | -            |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80                                 | -            |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60                                   | -            |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 341.12                                   | -            |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08                                   | -            |
| 10. CHAIR, monobloc, without armrest,beige/white  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00                                | -            |
| 12. ELECTRIC FAN, orbit type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26                                 | -            |
| 13. ELECTRIC FAN, with stand  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40                                   | -            |
| 14. ELECTRIC FAN, wall type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68                                   | -            |
| 15. INDUSTRIAL FAN, 18" metal blade   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84                                   | -            |
| 16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20                                 | -            |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48                                 | -            |



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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| toxic, non-corrosive, 4.5kg (10lbs.), brand new  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new                          | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80                                 | -            |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20                                | -            |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications                                 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96                                 | -            |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96                                 | -            |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80                                | -            |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20                                | -            |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250                                   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20                                 | -            |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00                                | -            |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96                                | -            |
| 28. RADIO CASSETTE RECORDER, with AM/FM Radio  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60                                 | -            |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00                                 | -            |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,038.40                                 | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>HANDBOOKS ON PROCUREMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:                       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| a. Procurement of Goods & Services, 110-115 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                    | -            |



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|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| b. Procurement of Civil Works, 139-149 pages                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                    | -            |
| c. Procurement of Consulting Services, 139-149 pages                            | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                    | -            |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages, | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                    | -            |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                    | -            |
| HANDBOOK ON GENERIC PROCUREMENT   | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                   | -            |
| MANUAL (GPM), A-4 size(210mm x 297mm),  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| foldcote 12 w/ plastic lamination, one(1) set of four                           |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| (4) volumes as follows:   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume I (103 pages) - white color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color                                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color                                       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| <b>OTHER CONSUMABLES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11), yellow 28 ml                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18), cyan                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18), magenta                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18), yellow                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38                                   | -            |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,363.74                                 | -            |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12                                   | -            |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66                                   | -            |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16                                 | -            |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16                                   | -            |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08                                 | -            |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86                                   | -            |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96                                 | -            |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 589.86                                   | -            |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 903.72                                   | -            |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 322.32                                   | -            |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66                                   | -            |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00                                   | -            |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,122.00                                 | -            |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32                                   | -            |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40                                 | -            |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 58. INK CARTRIDGE, Brother LC67HYH, yellow                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40                                   | -            |
| 59. INK CARTRIDGE, Brother LC 39BK, black                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36                                   | -            |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 61. INK CARTRIDGE, Brother LC 39C, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96                                 | -            |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70                                 | -            |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60                                 | -            |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40                                 | -            |
| 70. INK CARTRIDGE, Epson C13To28091, black, for printer Stylus C60/CX3100       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32                                 | -            |
| 71. INK CARTRIDGE, Epson C13To29091, color, for printer Stylus C60/ C50/ CX3100 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38                                 | -            |
| 72. INK CARTRIDGE, Epson C13To32190, black, for printer Stylus C80/C82/ CX5100  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08                                 | -            |
| 73. INK CARTRIDGE, Epson C13To32290, Cyan, for printer Stylus C80               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 74. INK CARTRIDGE, Epson C13To32390, Magenta, for printer Stylus C80            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68                                   | -            |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04                                   | -            |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66                                   | -            |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer Stylus T40W/TX600FW                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price<br>Catalogue as of<br>(09.12.2011) | Total<br>Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|-----------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |                 |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50   | -               |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/<br>T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550<br>W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/<br>CX8300/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32   | -               |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/<br>T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550<br>W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/<br>CX8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32   | -               |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/<br>TX210/TX400/TX550W/<br>TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX<br>8300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32   | -               |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/<br>TX210/TX400/TX550W/<br>TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX<br>8300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32   | -               |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48   | -               |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48   | -               |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48   | -               |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48   | -               |
| 109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -               |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -               |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -               |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -               |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -               |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -               |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                    | -            |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                    | -            |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                    | -            |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                    | -            |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                    | -            |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                    | -            |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                    | -            |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                    | -            |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                    | -            |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                    | -            |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30                                    | -            |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                    | -            |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                    | -            |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                    | -            |
| 129. TONER CARTRIDGE, HP C3906F, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                  | -            |
| 130. TONER CARTRIDGE, HP CB435A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86                                  | -            |
| 131. TONER CARTRIDGE, HP CB436A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34                                  | -            |
| 132. TONER CARTRIDGE, HP CB540A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60                                  | -            |
| 133. TONER CARTRIDGE, HP CB541A, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                  | -            |
| 134. TONER CARTRIDGE, HP CB542A, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                  | -            |
| 135. TONER CARTRIDGE, HP CB543A, magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                  | -            |
| 136. TONER CARTRIDGE, HP CC364A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00                                  | -            |
| 137. TONER CARTRIDGE, HP CC530A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30                                  | -            |
| 138. TONER CARTRIDGE, HP CC531A, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                  | -            |
| 139. TONER CARTRIDGE, HP CC532A, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                  | -            |
| 140. TONER CARTRIDGE, HP CC533A, magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                  | -            |
| 141. TONER CARTRIDGE, HP CE250A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                  | -            |
| 142. TONER CARTRIDGE, HP CE251A, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                 | -            |
| 143. TONER CARTRIDGE, HP CE252A, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                 | -            |
| 144. TONER CARTRIDGE, HP CE253A, magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                 | -            |
| 145. TONER CARTRIDGE, HP CE255A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22                                  | -            |
| 146. TONER CARTRIDGE, HP CE260A, black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74                                  | -            |
| 147. TONER CARTRIDGE, HP CE261A, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                 | -            |
| 148. TONER CARTRIDGE, HP CE262A, yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |  |              |
| 149. TONER CARTRIDGE, HP CE263A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -  |              |
| 150. TONER CARTRIDGE, HP CE278A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04  | -  |              |
| 151. TONER CARTRIDGE, HP CE285A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06  | -  |              |
| 152. TONER CARTRIDGE, HP CE505A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,590.40  | -  |              |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26  | -  |              |
| 154. TONER CARTRIDGE, HP Q6000A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08  | -  |              |
| 155. TONER CARTRIDGE, HP Q6001A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58  | -  |              |
| 156. TONER CARTRIDGE, HP Q6002A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58  | -  |              |
| 157. TONER CARTRIDGE, HP Q6003A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58  | -  |              |
| 158. TONER CARTRIDGE, HP Q6470A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28  | -  |              |
| 159. TONER CARTRIDGE, HP Q6471A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 160. TONER CARTRIDGE, HP Q6472A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 161. TONER CARTRIDGE, HP Q6473A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 162. TONER CARTRIDGE, HP Q7581A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82  | -  |              |
| 163. TONER CARTRIDGE, HP Q7582A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82  | -  |              |
| 164. TONER CARTRIDGE, HP Q7583A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82  | -  |              |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80  | -  |              |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00  | -  |              |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00  | -  |              |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00  | -  |              |
| 169. TONER CARTRIDGE, Brother TN-2025   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00  | -  |              |
| 170. TONER CARTRIDGE, Brother TN-2130   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00  | -  |              |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00  | -  |              |
| 172. TONER CARTRIDGE, Lexmark X340A11G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00  | -  |              |
| 173. TONER CARTRIDGE, Lexmark E360H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92 | -  |              |
| 174. TONER CARTRIDGE, Lexmark E450A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06  | -  |              |
| 175. TONER CARTRIDGE, Lexmark T650A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20  | -  |              |
| 176. TONER CARTRIDGE, Lexmark T650H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70 | -  |              |
| 177. TONER CARTRIDGE, Developer, Epson C13S050005, for printer EPL-5500           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02  | -  |              |
| 178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92  | -  |              |
| 179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86  | -  |              |
| 180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08  | -  |              |
| 181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,211.98  | -  |              |
| 182. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46  | -  |              |
| 184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78  | -  |              |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00 | -  |              |

[illegible]

[illegible]



[illegible]

| Item & Specifications                     | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| <b>Computer Equipment and Accessories</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>*Other Categories</b>                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

\*\*\*GRAND TOTAL: .....

38,688.63

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

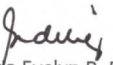
\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.


Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

  
Maria Evelyn R. Dilig  
Property/Supply Officer

Accountant /

  
Rhodora V. Azanza, Ph.D.  
Head of Office/Agency

| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |

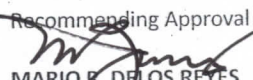
Local Budget Officer

Date Prepared: 30 July 2014


UP CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES  
ANNUAL PROCUREMENT PLAN 2014 (AS OF December 2014)  
(Goods, Infrastructure and Consultancy Projects)

| Code  | Program/Projects/Activity       | End-User | Mode of Procurement | Pre-Procurement | Ads/Post of 1TB | Pls. indicate Date |                  | Bid Evaluation | Post Qual. | Notice of Award | Contract Signing | Notice to Proceed | Delivery/Completion | Acceptance Turn-Over | Source of Funds | PS | MODE | CO         | Remarks |
|-------|---------------------------------|----------|---------------------|-----------------|-----------------|--------------------|------------------|----------------|------------|-----------------|------------------|-------------------|---------------------|----------------------|-----------------|----|------|------------|---------|
|       |                                 |          |                     |                 |                 | Pre-Bid Conf.      | Sub/Open of Bids |                |            |                 |                  |                   |                     |                      |                 |    |      |            |         |
| Goods | COMMON ELECTRICAL SUPPLIES      | SURP     | Alternative Mode    |                 |                 |                    |                  |                |            |                 |                  |                   | Aug-Dec.2014        |                      |                 |    |      |            |         |
|       | Battery, AA Alkaline            |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 369.36     |         |
|       | Battery, AAA Alkaline           |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 347.04     |         |
| Goods | COMMON COMPUTER SUPPLIES        | SURP     | Alternative Mode    |                 |                 |                    |                  |                |            |                 |                  |                   | Aug-Dec. 2014       |                      |                 |    |      |            |         |
|       | Compact Disk Recordable, 700MB  |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 240.00     |         |
|       | DVD Recordable, 4.7 GB cap.     |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 336.00     |         |
|       | DVD Rewritable, 4.7 GB cap.     |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 418.08     |         |
|       | Ink cartridge, HP 21 Black      |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 1,567.80   |         |
|       | Ink cartridge, HP 22 Color      |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 1,807.00   |         |
|       | Ink cartridge, HP 704 Black     |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 3,328.00   |         |
|       | Ink Cartridge, HP 704 Color     |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 3,328.00   |         |
|       | Ink cartridge, HP 678 Black     |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 3,463.20   |         |
|       | Ink cartridge, HP 678 Color     |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 3,608.80   |         |
|       | Toner cartridge, HPCE285A Black |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 2,707.12   |         |
|       | Toner cartridge, HP 7115A Black |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 3,156.00   |         |
|       | Mouse P/S 2 type                |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 1,372.80   |         |
|       | Flash drive, 16 GB              |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 1,903.60   |         |
|       | External drive, 1 TB            |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 3,909.00   |         |
|       | Multimedia Projector            |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 19,000.00  |         |
|       | Sony Recorder, MP3              |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 6,200.00   |         |
|       | Copy paper, multicopy, A-4      |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 2,798.88   |         |
|       | Printer, deskjet type           |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 5,100.00   |         |
|       | Laptop Computer                 |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 48,800.00  |         |
|       | Total Amount                    |          |                     |                 |                 |                    |                  |                |            |                 |                  |                   |                     |                      |                 |    |      | 114,477.08 |         |

Prepared by BAC Secretariat

Recommending Approval  
  
MARIO R. DELOS REYES  
Program Leader

Approved by:

  
EDNA E. A. CO

Director

UP SYSTEM S.P.M.O.  
Diliman, Quezon City  
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Ref. No. \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
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UNIVERSITY OF THE PHILIPPINES SYSTEM  
CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES  
Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014  
For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga  
Position : Senior Administrative Asst. II  
E-mail : upcids@yahoo.com  
Telephone No.(s) : 929-3540/435-9283/928-8387  
UP PABX Local : 4266/ 4267/ 4268

| ITEM & SPECIFICATIONS                           | Unit of Measure | QUANTITY REQUIREMENT |     |       |       |     |      |      |     |       |      |      |     | TOTAL | ** PS Price Catalogue as of | TOTAL AMOUNT        |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|-------|------|------|-----|-------|-----------------------------|---------------------|
|   |                 | JAN                  | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT. | OCT. | NOV. | DEC |       |                             |                     |
| <b>ELCTRICAL SUPPLIES</b>                       |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | <b>plus 10% VAT</b> |
| Battery, size AA, alkaline, 2 pcs./packet       | packet          |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2014                  | 127.45              |
| Battery, size AAA, alkaline, 2 pcs./packet      | packet          |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2012                  | 95.099              |
| Flourescent Lamp, tubular, 36watts              | piece           |                      |     |       |       |     |      |      |     | 6     |      |      | 6   | 12    | as of 2011                  | 446.82              |
| Compact Flourescent light                       | piece           |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2014                  | 685.01              |
| Starter, for 36 & 18 watts                      | piece           |                      |     |       |       |     |      |      |     | 9     |      |      | 9   | 18    | as of 2013                  | 100.98              |
| TAPE, electrical                                | roll            |                      |     |       |       |     |      |      |     | 3     |      |      | 2   | 5     | as of 2011                  | 641.52              |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>     |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | <b>2,096.88</b>     |
| INK CARTRIDGE, HP C9351A (black) HP 21          | cart            |                      |     |       |       |     |      |      |     | 6     |      |      | 3   | 9     | as of 2010                  | 8,415.00            |
| INK CARTRIDGE, HP C9352A (color) HP 22          | cart            |                      |     |       |       |     |      |      |     | 4     |      |      | 2   | 6     | as of 2010                  | 6,600.00            |
| for HP Office Het 4355 All in one HP OJ 4355    |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |                     |
| Mouse, optical, USB connection type             | piece           |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2013                  | 2,310.00            |
| TONER CARTRIDGE, HP Laserjet 5L/6L C3906 F      | cart            |                      |     |       |       |     |      |      |     |       |      |      | 2   | 2     | as of 2013                  | 7,040.00            |
| TONER CARTRIDGE, HP C4096A                      | cart            |                      |     |       |       |     |      |      |     | 2     |      |      | 2   | 4     | as of 2014                  | 22,880.00           |
| TONER CARTRIDGE, HP Q2612A                      | cart            |                      |     |       |       |     |      |      |     |       |      |      | 2   | 2     | as of 2009                  | 5,940.00            |
| TONER CARTRIDGE, HP Laserjet 85A; P1102w        | cart            |                      |     |       |       |     |      |      |     | 2     |      |      | 3   | 5     | as of 2014                  | 15,400.00           |
| TONER CARTRIDGE, HP 685 CZ275B Set              | cart            |                      |     |       |       |     |      |      |     | 1     |      |      | 1   | 2     | as of 2014                  | 2,304.50            |
| Advantage 3525                                  |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |                     |
| TONER CARTRIDGE, TK 100 for Kyocera Mita K-1500 | cart            |                      |     |       |       |     |      |      |     | 2     |      |      | 3   | 5     | as of 2013                  | 14,000.00           |
| <b>COMMON OFFICE SUPPLIES</b>                   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | <b>84,889.50</b>    |
| AIR FRESHENER, 280mL/can                        | can             |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2012                  | 592.02              |
| ALCOHOL, 70% ethyl                              | bottle          |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2013                  | 420.42              |
| AUDIO CASSETTE TAPE, 90 min. recording          | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 343.20              |
| CORRECTION Fluid, water based, 15ml             | bottle          |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2011                  | 108.02              |
| CORRECTION TAPE                                 | piece           |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2014                  | 133.20              |
| ENVELOPE, Expanding, Kraft, Legal size 100s/box | box             |                      |     |       |       |     |      |      |     | 2     |      |      | 3   | 5     | as of 2012                  | 3,717.23            |
| ENVELOPE, Documentary A-4, 500s/box             | box             |                      |     |       |       |     |      |      |     |       |      |      | 4   | 4     | as of 2012                  | 2,315.46            |
| FOLDER, tagboard, legal size 100s/box           | box             |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2012                  | 4,553.12            |
| FOLDER, tagboard, A4 size 100s/box              | pack            |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2014                  | 2,207.48            |
| MARKER, fluoresent, 3 colors/set                | set             |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2013                  | 243.94              |
| MARKING PEN, Whiteboard, black                  | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 331.76              |
| MARKING PEN, Whiteboard, blue                   | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 331.76              |
| MARKING PEN, Whiteboard, red                    | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 331.76              |

UP SYSTEMS  
Diliman, Quezon City  
**RECEIVED**  
TOTAL AS OF THIS PAGE (1) **102,615.75**  
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Time: **3:11pm**  
By: **ham**

UNIVERSITY OF THE PHILIPPINES SYSTEM  
 CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES  
 Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014  
 For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga  
 Position : Senior Administrative Asst. II  
 E-mail : upcids@yahoo.com  
 Telephone No.(s) : 929-3540/435-9283/928-8387  
 UP PABX Local : 4266/ 4267/ 4268

|   |                 | QUANTITY REQUIREMENT |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|-------|------|------|-----|-------|-----------------------------|--------------|--|
| ITEM & SPECIFICATIONS                             | Unit of Measure | JAN                  | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT. | OCT. | NOV. | DEC | TOTAL | ** PS Price Catalogue as of | TOTAL AMOUNT |  |
| COMMON OFFICE SUPPLIES                            |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| MARKER, permanent, black                          | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| MARKER, permanent, blue                           | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| MARKER, permanent, red                            | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| PAPER, Bond, Prem. Gr., 210mm x 297mm (A4) 70gsm  | ream            |                      |     |       |       |     |      |      |     | 10    | 20   |      | 20  | 50    | as of 2013                  | 61,924.50    |  |
| PAPER, for Plain Paper Copier, 210mm x 297mm (A4) | ream            |                      |     |       |       |     |      |      |     | 10    | 5    |      | 5   | 20    | as of 2013                  | 2,476.98     |  |
| PAPER, BOND (LONG)                                | ream            |                      |     |       |       |     |      |      |     | 5     | 5    |      | 5   | 15    | as of 2013                  | 1,999.47     |  |
| PARCHMENT PAPER, A4size, 80 gsm, 100sheets/p      | ream            |                      |     |       |       |     |      |      |     | 2     |      |      | 2   | 4     | as of 2012                  | 709.28       |  |
| PAPER FASTENER, for paper, metal, 50 sets/box     | box             |                      |     |       |       |     |      |      |     |       | 5    |      | 2   | 7     | as of 2014                  | 476.55       |  |
| PAPER CLIP, gem type, jumbo, 48mm, 100s/box       | box             |                      |     |       |       |     |      |      |     |       | 5    |      | 10  | 15    | as of 2014                  | 231.83       |  |
| PAPER CLIP, gem type, j32mm, 100s/box             | box             |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2014                  | 135.30       |  |
| PENCIL, lead, w/ eraser, one(1) dozen per box     | box             |                      |     |       |       |     |      |      |     | 20    |      | 10   | 20  | 50    | as of 2012                  | 1,368.95     |  |
| RECORD BOOK, 300 pages, smyth sewn                | pcs             |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2013                  | 567.71       |  |
| RING BINDER, (1/2" x44"), plastic                 | piece           |                      |     |       |       |     |      |      |     | 10    |      | 10   | 5   | 25    | as of 2012                  | 120.18       |  |
| SIGN PEN, black                                   | piece           |                      |     |       |       |     |      |      |     | 15    |      | 15   | 15  | 45    | as of 2014                  | 2,264.63     |  |
| SIGN PEN, blue                                    | piece           |                      |     |       |       |     |      |      |     | 15    |      | 15   | 15  | 45    | as of 2014                  | 2,269.08     |  |
| SIGN PEN, red                                     | piece           |                      |     |       |       |     |      |      |     | 15    |      | 15   | 15  | 45    | as of 2012                  | 2,053.26     |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 77,558.67    |  |
| COMMON OFFICE SUPPLIES                            |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| STAPLE WIRE, standard, #35                        | box             |                      |     |       |       |     |      |      |     |       | 3    |      | 3   | 6     | as of 2012                  | 171.47       |  |
| TAPE, masking, 24mm, 50 meters length             | roll            |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2014                  | 549.12       |  |
| TAPE, transparent, 24mm, 50 meters                | roll            |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2014                  | 382.14       |  |
| TAPE, packaging 48mm, 50 meters length            | roll            |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 424.28       |  |
| TOILET TISSUE, 12 rolls/pack                      | pack            |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2014                  | 1,652.64     |  |
| TWINE, plastic, one kilo per roll                 | roll            |                      |     |       |       |     |      |      |     |       | 2    |      | 2   | 4     | as of 2014                  | 189.77       |  |
| WRAPPING PAPER, kraft, 65gsm, approx. 40m         | roll            |                      |     |       |       |     |      |      |     |       | 1    |      | 1   | 2     | as of 2012                  | 366.08       |  |
| SCISSORS, (6")                                    | pair            |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2013                  | 171.49       |  |
| STAMPING DATER, self-inking stamp                 | piece           |                      |     |       |       |     |      |      |     |       |      |      | 1   | 1     | as of 2012                  | 480.48       |  |
| TAPE DISPENSER, heavy duty, for 24mm(1")          | piece           |                      |     |       |       |     |      |      |     |       |      |      | 1   | 1     | as of 2012                  | 55.63        |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 4,443.10     |  |
| COMMON JANITORIAL SUPPLIES                        |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| BATHROOM SOAP, 70gms.                             | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| CLEANSER, powder, 350gms.                         | canister        |                      |     |       |       |     |      |      |     |       | 4    |      | 4   | 8     | as of 2012                  | 152.416      |  |
| DETERGENT POWDER, all purpose, 500gms.            | pouch           |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2012                  | 188.76       |  |
| DETERGENT Bar, min 393 grams net m., 4 pcs/bar    | bar             |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2012                  | 263.12       |  |
| INSECTICIDE, 600mL (420g)/can                     | can             |                      |     |       |       |     |      |      |     |       | 4    |      | 4   | 8     | as of 2012                  | 1025.024     |  |
| SCOURING PAD, economy size                        | pack            |                      |     |       |       |     |      |      |     |       | 1    |      | 1   | 2     | as of 2012                  | 290.312      |  |
| TOILET BOWL & URINAL CLEANER, 900mL               | bottle          |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2012                  | 686.4        |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 2,926.35     |  |

TOTAL AS OF THIS PAGE (2)

**84,928.12**

UNIVERSITY OF THE PHILIPPINES SYSTEM  
CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES  
Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014  
For Common- Use Supplies and Equipment

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Position : Senior Administrative Asst. II  
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Telephone No.(s) : 929-3540/435-9283/928-8387  
UP PABX Local : 4266/ 4267/ 4268

| ITEM & SPECIFICATIONS   | Unit of Measure        | QUANTITY REQUIREMENT                 |     |             |   |     |                        |      |                         |       |                  |                  |           | TOTAL      | ** PS Price Catalogue as of | TOTAL AMOUNT |  |
|---|------------------------|--------------------------------------|-----|-------------|---|-----|------------------------|------|-------------------------|-------|------------------|------------------|-----------|------------|-----------------------------|--------------|--|
|   |                        | JAN                                  | FEB | MARCH       | APRIL   | MAY | JUNE                   | JULY | AUG                     | SEPT. | OCT.             | NOV.             | DEC       |            |                             |              |  |
| COMMON OFFICE EQUIPMENT   |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            |                             |              |  |
| OTHER ITEMS NOT AVAILABLE AT PS BUT TO BE PURCHASED FROM OTHER SOURCES - WHEN NEED ARISES (NOTE: NO IDEA OF PRICE OF ITEMS) FOR CANVASS |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            |                             |              |  |
| OFFICE EQUIPMENT AND ACCESSORIES  |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            |                             |              |  |
| 1) GLASS BOARD (WHITEBOARD) SIZE - - - -  |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            | 5,600.00                    | 6,160.00     |  |
| 2) UPS PowerCom - Replacement   |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            | 10,000.00                   | 11,000.00    |  |
| 3) Water Dispenser (Hot & Cold)   |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            | 6,000.00                    | 6,600.00     |  |
| Newspapers (PDI, Phil. Star, Manila Bulletin)   |                        | from January to December @ P1,900.00 |     |             |   |     |                        |      |                         |       |                  |                  |           |            | 22,800.00                   | 22,800.00    |  |
| REPAIRS AND MAINTENANCE   |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            |                             |              |  |
| Koppel Ceiling Mounted - 13 units (cleaning & freon)  |                        |                                      |     |             |   |     |                        |      | @ 3,500./unit x 5 units |       |                  |                  |           | 17,500.00  | 19,250.00                   |              |  |
| DESKTOP COMPUTERS AND PRINTERS - 5 UNITS  |                        |                                      |     |             | Quarterly based @ 7,500 x 5 plus 10% VAT = P41,250.00 |     |                        |      |                         |       |                  |                  |           | 37,500.00  | 41,250.00                   |              |  |
| XEROX COPIER - 2 UNITS (SPARE PARTS)  |                        |                                      |     |             | Acq. Cost P57,000.00                                  |     |                        |      |                         |       |                  |                  |           | 25,000.00  | 27,500.00                   |              |  |
| Plumbing - Repair of faucet, sink, (Parts -flush valve), etc.   |                        |                                      |     | flush valve | P6,997.00)  |     |                        |      |                         |       |                  |                  |           | 12,000.00  | 13,200.00                   |              |  |
| VEHICLE SPARE PARTS, REGISTRATION / INSURANCE   | Insurance (P 3,779.66) | Parts - (P13,356.00)                 |     |             | Registration (P7,097.18)                              |     |                        |      |                         |       | July to December |                  |           | 24,232.66  | 26,655.93                   |              |  |
| GASOLINE , CHANGE OIL OF VEHICLE W/PLATE No. SLB 37   | Gasoline               | 39,500                               |     |             |   |     | Change oil = P9,000.00 |      |                         |       |                  | July to December |           |            | 48,500.00                   | 53,350.00    |  |
| Refill of Fire Extinguishers (5 units)  |                        |                                      |     | @300./unit  |   |     |                        |      |                         |       |                  |                  |           | 1,500.00   | 1,650.00                    |              |  |
| *OTHER CATEGORIES   |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            |                             |              |  |
| PRINTING MATERIALS FOR PUBLICATION  |                        |                                      |     | 350 copies  | 350-page  |     |                        |      |                         |       |                  |                  |           | 250,000.00 | 275,000.00                  |              |  |
| TARPAULINE, INVITATION  |                        |                                      |     |             |   |     |                        |      | August to December      |       |                  |                  | 17,000.00 | 18,700.00  |                             |              |  |
| RTDs/FORA FOOD EXPENSES   |                        |                                      |     |             |   |     |                        |      | August to December      |       |                  |                  | 72,000.00 | 79,200.00  |                             |              |  |
|   |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            |                             | 602,315.93   |  |
| ***GRAND TOTAL -----  |                        |                                      |     |             |   |     |                        |      |                         |       |                  |                  |           |            |                             | 789,859.79   |  |

TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION  
APPROVED BUDGET

\*Other Categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

NOTE: Revised as of September 5, 2014

  
ELLEN V. COMETA  
Administrative Asst./II Date: September 5, 2014

Certified Funds Available/  
Certified Appropriate Funds Available:

APPROVED:

  
JOCELYN D.A. DIMAYUGA  
Senior Administrative Asst./II

ACCOUNTANT/ Local Budget Officer

  
Director, CIDS



UNIVERSITY OF THE PHILIPPINES SYSTEM  
**CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES**  
 Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014  
 For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga  
 Position : Senior Administrative Asst. II  
 E-mail : upcids@yahoo.com  
 Telephone No.(s) : 929-3540/435-9283/928-8387  
 UP PABX Local : 4266/ 4267/ 4268

|   |                 | QUANTITY REQUIREMENT |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|-------|------|------|-----|-------|-----------------------------|--------------|--|
| ITEM & SPECIFICATIONS                           | Unit of Measure | JAN                  | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT. | OCT. | NOV. | DEC | TOTAL | ** PS Price Catalogue as of | TOTAL AMOUNT |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | plus 10% VAT |  |
| ELCTRICAL SUPPLIES                              |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| Battery, size AA, alkaline, 2 pcs./packet       | packet          |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2014                  | 127.45       |  |
| Battery, size AAA, alkaline, 2 pcs./packet      | packet          |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2012                  | 95.099       |  |
| Flourescent Lamp, tubular, 36watts              | piece           |                      |     |       |       |     |      |      |     | 6     |      |      | 6   | 12    | as of 2011                  | 446.82       |  |
| Compact Flourescent light                       | piece           |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2014                  | 685.01       |  |
| Starter, for 36 & 18 watts                      | piece           |                      |     |       |       |     |      |      |     | 9     |      |      | 9   | 18    | as of 2013                  | 100.98       |  |
| TAPE, electrical                                | roll            |                      |     |       |       |     |      |      |     | 3     |      |      | 2   | 5     | as of 2011                  | 641.52       |  |
| COMMON COMPUTER SUPPLIES/CONSUMABLES            |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 2,096.88     |  |
| INK CARTRIDGE, HP C9351A (black) HP 21          | cart            |                      |     |       |       |     |      |      |     | 6     |      |      | 3   | 9     | as of 2010                  | 8,415.00     |  |
| INK CARTRIDGE, HP C9352A (color) HP 22          | cart            |                      |     |       |       |     |      |      |     | 4     |      |      | 2   | 6     | as of 2010                  | 6,600.00     |  |
| for HP Office Jet 4355 All in one HP OJ 4355    |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| Mouse, optical, USB connection type             | piece           |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2013                  | 2,310.00     |  |
| TONER CARTRIDGE, HP Laserjet 5L/6L C3906 F      | cart            |                      |     |       |       |     |      |      |     |       |      |      | 2   | 2     | as of 2013                  | 7,040.00     |  |
| TONER CARTRIDGE, HP C4096A                      | cart            |                      |     |       |       |     |      |      |     | 2     |      |      | 2   | 4     | as of 2014                  | 22,880.00    |  |
| TONER CARTRIDGE, HP Q2612A                      | cart            |                      |     |       |       |     |      |      |     |       |      |      | 2   | 2     | as of 2009                  | 5,940.00     |  |
| TONER CARTRIDGE, HP Laserjet 85A; P1102w        | cart            |                      |     |       |       |     |      |      |     | 2     |      |      | 3   | 5     | as of 2014                  | 15,400.00    |  |
| TONER CARTRIDGE, HP 685 CZ275B Set              | cart            |                      |     |       |       |     |      |      |     | 1     |      |      | 1   | 2     | as of 2014                  | 2,304.50     |  |
| Advantage 3525                                  |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| TONER CARTRIDGE, TK 100 for Kyocera Mita K-1500 | cart            |                      |     |       |       |     |      |      |     | 2     |      |      | 3   | 5     | as of 2013                  | 14,000.00    |  |
| COMMON OFFICE SUPPLIES                          |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 84,889.50    |  |
| AIR FRESHENER, 280mL/can                        | can             |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2012                  | 592.02       |  |
| ALCOHOL, 70% ethyl                              | bottle          |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2013                  | 420.42       |  |
| AUDIO CASSETTE TAPE, 90 min. recording          | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 343.20       |  |
| CORRECTION Fluid, water based, 15ml             | bottle          |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2011                  | 108.02       |  |
| CORRECTION TAPE                                 | piece           |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2014                  | 133.20       |  |
| ENVELOPE, Expanding, Kraft, Legal size 100s/box | box             |                      |     |       |       |     |      |      |     | 2     |      |      | 3   | 5     | as of 2012                  | 3,717.23     |  |
| ENVELOPE, Documentary A-4, 500s/box             | box             |                      |     |       |       |     |      |      |     |       |      |      | 4   | 4     | as of 2012                  | 2,315.46     |  |
| FOLDER, tagboard, legal size 100s/box           | box             |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2012                  | 4,553.12     |  |
| FOLDER, tagboard, A4 size 100s/box              | pack            |                      |     |       |       |     |      |      |     | 5     |      |      | 5   | 10    | as of 2014                  | 2,207.48     |  |
| MARKER, fluorescent, 3 colors/set               | set             |                      |     |       |       |     |      |      |     | 3     |      |      | 3   | 6     | as of 2013                  | 243.94       |  |
| MARKING PEN, Whiteboard, black                  | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 331.76       |  |
| MARKING PEN, Whiteboard, blue                   | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 331.76       |  |
| MARKING PEN, Whiteboard, red                    | piece           |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2012                  | 331.76       |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 15,629.37    |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 102,615.75   |  |

Encoded by  
 ES OLC  
 AUG 06 2014



UNIVERSITY OF THE PHILIPPINES SYSTEM  
 CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES  
 Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014  
 For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga  
 Position : Senior Administrative Asst. II  
 E-mail : upcids@yahoo.com  
 Telephone No.(s) : 929-3540/435-9283/928-8387  
 UP PABX Local : 4266/ 4267/ 4268

|   |                 | QUANTITY REQUIREMENT |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|-------|------|------|-----|-------|-----------------------------|--------------|--|
| ITEM & SPECIFICATIONS                             | Unit of Measure | JAN                  | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT. | OCT. | NOV. | DEC | TOTAL | ** PS Price Catalogue as of | TOTAL AMOUNT |  |
| COMMON OFFICE SUPPLIES                            |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| MARKER, permanent, black                          | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| MARKER, permanent, blue                           | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| MARKER, permanent, red                            | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| PAPER, Bond, Prem. Gr., 210mm x 297mm (A4) 70gsm  | ream            |                      |     |       |       |     |      |      |     | 10    | 20   |      | 20  | 50    | as of 2013                  | 61,924.50    |  |
| PAPER, for Plain Paper Copier, 210mm x 297mm (A4) | ream            |                      |     |       |       |     |      |      |     | 10    | 5    |      | 5   | 20    | as of 2013                  | 2,476.98     |  |
| PAPER, BOND (LONG)                                | ream            |                      |     |       |       |     |      |      |     | 5     | 5    |      | 5   | 15    | as of 2013                  | 1,999.47     |  |
| PARCHMENT PAPER, A4size, 80 gsm, 100sheets/p      | ream            |                      |     |       |       |     |      |      |     | 2     |      |      | 2   | 4     | as of 2012                  | 709.28       |  |
| PAPER FASTENER, for paper, metal, 50 sets/box     | box             |                      |     |       |       |     |      |      |     |       | 5    |      | 2   | 7     | as of 2014                  | 476.55       |  |
| PAPER CLIP, gem type, jumbo, 48mm, 100s/box       | box             |                      |     |       |       |     |      |      |     |       | 5    |      | 10  | 15    | as of 2014                  | 231.83       |  |
| PAPER CLIP, gem type, j32mm, 100s/box             | box             |                      |     |       |       |     |      |      |     | 10    |      |      | 10  | 20    | as of 2014                  | 135.30       |  |
| PENCIL, lead, w/ eraser, one(1) dozen per box     | box             |                      |     |       |       |     |      |      |     | 20    |      | 10   | 20  | 50    | as of 2012                  | 1,368.95     |  |
| RECORD BOOK, 300 pages, smyth sewn                | pcs             |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2013                  | 567.71       |  |
| RING BINDER, (1/2" x44"), plastic                 | piece           |                      |     |       |       |     |      |      |     | 10    |      | 10   | 5   | 25    | as of 2012                  | 120.18       |  |
| SIGN PEN, black                                   | piece           |                      |     |       |       |     |      |      |     | 15    |      | 15   | 15  | 45    | as of 2014                  | 2,264.63     |  |
| SIGN PEN, blue                                    | piece           |                      |     |       |       |     |      |      |     | 15    |      | 15   | 15  | 45    | as of 2014                  | 2,269.08     |  |
| SIGN PEN, red                                     | piece           |                      |     |       |       |     |      |      |     | 15    |      | 15   | 15  | 45    | as of 2012                  | 2,053.26     |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 77,558.67    |  |
| COMMON OFFICE SUPPLIES                            |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| STAPLE WIRE, standard, #35                        | box             |                      |     |       |       |     |      |      |     |       | 3    |      | 3   | 6     | as of 2012                  | 171.47       |  |
| TAPE, masking, 24mm, 50 meters length             | roll            |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2014                  | 549.12       |  |
| TAPE, transparent, 24mm, 50 meters                | roll            |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2014                  | 382.14       |  |
| TAPE, packaging 48mm, 50 meters length            | roll            |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 424.28       |  |
| TOILET TISSUE, 12 rolls/pack                      | pack            |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2014                  | 1,652.64     |  |
| TWINE, plastic, one kilo per roll                 | roll            |                      |     |       |       |     |      |      |     |       | 2    |      | 2   | 4     | as of 2014                  | 189.77       |  |
| WRAPPING PAPER, kraft, 65gsm, approx. 40m         | roll            |                      |     |       |       |     |      |      |     |       | 1    |      | 1   | 2     | as of 2012                  | 366.08       |  |
| SCISSORS, (6")                                    | pair            |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2013                  | 171.49       |  |
| STAMPING DATER, self-inking stamp                 | piece           |                      |     |       |       |     |      |      |     |       |      |      | 1   | 1     | as of 2012                  | 480.48       |  |
| TAPE DISPENSER, heavy duty, for 24mm(1")          | piece           |                      |     |       |       |     |      |      |     |       |      |      | 1   | 1     | as of 2012                  | 55.63        |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 4,443.10     |  |
| COMMON JANITORIAL SUPPLIES                        |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             |              |  |
| BATHROOM SOAP, 70gms.                             | piece           |                      |     |       |       |     |      |      |     |       | 10   |      | 10  | 20    | as of 2012                  | 320.32       |  |
| CLEANSER, powder, 350gms.                         | canister        |                      |     |       |       |     |      |      |     |       | 4    |      | 4   | 8     | as of 2012                  | 152.416      |  |
| DETERGENT POWDER, all purpose, 500gms.            | pouch           |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2012                  | 188.76       |  |
| DETERGENT Bar, min 393 grams net m., 4 pcs/bar    | bar             |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2012                  | 263.12       |  |
| INSECTICIDE, 600mL (420g)/can                     | can             |                      |     |       |       |     |      |      |     |       | 4    |      | 4   | 8     | as of 2012                  | 1025.024     |  |
| SCOURING PAD, economy size                        | pack            |                      |     |       |       |     |      |      |     |       | 1    |      | 1   | 2     | as of 2012                  | 290.312      |  |
| TOILET BOWL & URINAL CLEANER, 900mL               | bottle          |                      |     |       |       |     |      |      |     |       | 5    |      | 5   | 10    | as of 2012                  | 686.4        |  |
|   |                 |                      |     |       |       |     |      |      |     |       |      |      |     |       |                             | 2,926.35     |  |

TOTAL AS OF THIS PAGE (2)

**84,928.12**

**Contact Person :** Jocelyn D.A. Dimayuga  
**Position :** Senior Administrative Asst. II  
**E-mail :** upcids@yahoo.com  
**Telephone No.(s) :** 929-3540/435-9283/928-8387  
**UP PABX Local :** 4266/ 4267/ 4268

TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION  
APPROVED BUDGET

EDNA E.A./CO, DPA  
Director, CIDS

**ANNUAL PROCUREMENT PLAN FOR 2014**  
For Common-Use Supplies and Equipment

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **UP CENTER FOR WOMEN'S STUDIES**  
Region: NCR  
Address: Magsaysay St. Corner Ylanan UP Campus Diliman, Quezon City

|  |               |
|--|---------------|
| <b>UP SYSTEM S.P.M.O.</b>                  |               |
| Diliman, Quezon City                       |               |
| <b>RECEIVED</b>                            |               |
| Ref. No. _____                             | _____         |
| Contact Person: <b>ILENE A. DE JESUS</b>   | <b>8/7/14</b> |
| Position: <b>ADMINISTRATIVE OFFICER II</b> | <b>ERNVA</b>  |
| E-mail: <b>ilene.dejesus@gmail.com</b>     |               |
| Telephone/Mobile Nos: <b>920-6880</b>      |               |

| Item & Specifications                         | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| COMMON ELECTRICAL SUPPLIES                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BALLAST, 18 watts                          | piece           | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 67.27                                     | 1,614.48     |
| 2. BALLAST, 36 watts                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.54                                     | -            |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet  | packet          | 4                    | 4   | 4     | 4     | 4   | 4    | 4    | 4   | 4    | 4   | 4   | 4   | 48    | 36.40                                     | 1,747.20     |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet          | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 14.56                                     | 349.44       |
| 5. BATTERY, size D, alkaline, 2 pcs./packet   | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 68.12                                     | -            |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W      | set             | 3                    |     |       |       | 3   |      |      |     | 3    |     |     | 3   | 12    | 280.54                                    | 3,366.48     |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W      | set             | 3                    |     |       |       | 3   |      |      |     | 3    |     |     | 3   | 12    | 368.94                                    | 4,427.28     |
| 8. FLUORESCENT LAMP, tubular, 18 watts        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.14                                     | -            |
| 9. FLUORESCENT LAMP, tubular, 36 watts        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.85                                     | -            |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                    | -            |
| 11. FUSE, 30 amperes                          | piece           | 3                    |     |       |       | 3   |      |      |     | 3    |     |     | 3   | 12    | 10.35                                     | 124.20       |
| 12. FUSE, 60 amperes                          | piece           | 3                    |     |       |       | 3   |      |      |     | 3    |     |     | 3   | 12    | 25.48                                     | 305.76       |
| 13. STARTER, 4-40 watts                       | piece           | 3                    |     |       |       | 3   |      |      |     | 3    |     |     | 3   | 12    | 3.73                                      | 44.76        |
| 14. TAPE, electrical                          | roll            | 3                    |     |       |       | 3   |      |      |     | 3    |     |     | 3   | 12    | 18.20                                     | 218.40       |

[illegible]



| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 40. INK CARTRIDGE, Epson TO38                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson TO39                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB conection type                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 197.60                                   | -            |
| 43. TONER CARTRIDGE,HP C3906A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE,HP C3903A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE,HP C4092A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE,HP C4096A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE,HP C7115A                           | cart            | 2                    |     |       |       |     |      |      |     |      |     |     | 2   | 4     | 2,523.48                                 | 10,093.92    |
| 48. TONER CARTRIDGE,HP 92298A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE,HP C4127X                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50. TONER CARTRIDGE, HP Q2613X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE,HP Q2612A                           | cart            | 2                    |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 52. TONER CARTRIDGE,HP Q5942A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     | 2   | 4     | 2,866.20                                 | 11,464.80    |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| <b>COMMON OFFICE SUPPLIES</b>                           |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280ml/can                             | can             | 6                    |     |       |       | 6   |      |      |     | 6    |     |     | 6   | 24    | 92.56                                    | 2,221.44     |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          | 8                    |     |       |       | 8   |      |      |     | 8    |     |     | 8   | 32    | 37.70                                    | 1,206.40     |
| 4. AUDIO CASSETTE TAPE, 90min. recording time           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                    | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50  | -   |              |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             | 2                    |     |       |       | 2   |      |      |     | 2    |     |     | 2   | 8     | 349.44 | 2,795.52                                  |              |
| 7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00 | -   |              |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 72.80  | 72.80                                     |              |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20  | -   |              |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81  | -   |              |
| 11. CLIP, bulldog (3")   | piece           | 3                    |     |       |       |     |      |      |     |      |     |     |     | 3     | 8.42   | 25.26                                     |              |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 15.60  | 374.40                                    |              |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 43.68  | 1,048.32                                  |              |
| 14 CLIP, backfold, 19mm, 12s/box                                     | box             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 7.54   | 180.96                                    |              |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 17.42  | 418.08                                    |              |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84  | -   |              |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -   |              |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -   |              |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -   |              |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64  | -   |              |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          | 7                    |     |       |       |     |      |      |     |      |     |     |     | 7     | 9.82   | 68.74                                     |              |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             | 6                    |     |       |       |     |      |      |     |      |     |     | 6   | 12    | 64.47  | 773.64                                    |              |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07  | -   |              |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 560.56 | 6,726.72                                  |              |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 675.86 | 8,110.32                                  |              |
| 26. ENVELOPE, mailing white, 500s/box                                | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 159.78 | 159.78                                    |              |
| 27. ENVELOPE, mailing white with window, 500s                        | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 207.58 | 207.58                                    |              |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 119.60 | 119.60                                    |              |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           | 12                   |     |       |       |     |      |      |     |      |     |     |     | 12    | 39.81  | 477.72                                    |              |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 526.24 | 526.24                                    |              |
| 31. ERASER, blackboard/whiteboard                                    | piece           | 3                    |     |       |       |     |      |      |     |      |     |     |     | 3     | 11.44  | 34.32                                     |              |
| 32. ERASER, rubber   | piece           | 6                    |     |       |       |     |      |      |     |      |     |     |     | 6     | 4.68   | 28.08                                     |              |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 83.20  | 998.40                                    |              |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 851.64 | 10,219.68                                 |              |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 413.92 | 4,967.04                                  |              |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 253.76 | 3,045.12                                  |              |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 301.60 | -   |              |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 312.00 | 3,744.00                                  |              |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 247.52 | 2,970.24                                  |              |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 228.80 | 2,745.60                                  |              |
| 41. GLUE, all purpose, 300 grams min.                                | jar             | 6                    | 6   | 6     | 6     | 6   | 6    | 6    | 6   | 6    | 6   | 6   | 6   | 72    | 37.43  | 2,694.96                                  |              |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97  | -   |              |
| 43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45  | -   |              |
| 44. INDEX CARD, 5" x 8", ruled both side, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84  | -   |              |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50  | -   |              |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68  | -   |              |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -   |              |
| 48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube                  | tube            | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 11.44  | 137.28                                    |              |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54 | -   |              |

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|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                    | -            |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                    | -            |
| 52. MAP PIN, round head, 100s/box  | box             | 4                    |     |       |       |     |      |      |     |      |     |     |     | 4     | 36.40                                    | 145.60       |
| 53. MARKER, fluorescent, 3 colors/set                                    | set             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 41.60                                    | 998.40       |
| 54. MARKING PEN, whiteboard, black                                       | piece           | 4                    | 4   | 4     | 4     | 4   | 4    | 4    | 4   | 4    | 4   | 4   | 4   | 48    | 15.08                                    | 723.84       |
| 55. MARKING PEN, whiteboard, blue  | piece           | 4                    | 4   | 4     | 4     | 4   | 4    | 4    | 4   | 4    | 4   | 4   | 4   | 48    | 15.08                                    | 723.84       |
| 56. MARKING PEN, whiteboard, red   | piece           | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 15.08                                    | 361.92       |
| 57. MARKER, permanent, black   | piece           | 4                    | 4   | 4     | 4     | 4   | 4    | 4    | 4   | 4    | 4   | 4   | 4   | 48    | 13.50                                    | 648.00       |
| 58. MARKER, permanent, blue  | piece           | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 13.50                                    | 324.00       |
| 59. MARKER, permanent, red   | piece           | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 13.50                                    | 324.00       |
| 60. MARKING PEN, for transparency  | set             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 84.24                                    | 2,021.76     |
| 61. NOTE BOOK, stenographer's, 40 leaves                                 | piece           | 3                    | 3   | 3     | 3     | 3   | 3    | 3    | 3   | 3    | 3   | 3   | 3   | 36    | 7.49                                     | 269.64       |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 36.40                                    | 873.60       |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                                    | pad             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 52.00                                    | 1,248.00     |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                                    | pad             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 112.32                                   | 2,695.68     |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             | 2                    | 2   | 2     | 2     | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 24    | 31.20                                    | 748.80       |
| 66. OIL, for general purpose, 120 mL                                     | bottle          | 3                    |     |       |       |     |      |      |     |      |     |     |     | 3     | 30.99                                    | 92.97        |
| 67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm               | ream            | 25                   |     |       |       | 25  |      |      |     | 25   |     |     | 25  | 100   | 104.80                                   | 10,480.00    |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 144.35                                   | -            |
| 72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm             | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad                       | pad             | 6                    |     |       |       | 6   |      |      |     | 6    |     |     | 6   | 24    | 20.57                                    | 493.68       |
| 74. PAPER, thermal, 210mm x 30M, 1/2" core                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 75. PAPER, thermal, 216mm x 30M, 1/2" core                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                    | -            |
| 76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm                          | ream            | 25                   |     |       |       | 25  |      |      |     | 25   |     |     | 25  | 100   | 139.32                                   | 13,932.00    |
| 77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack                    | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 78. PAPER FASTENER, for paper, metal, 50 sets/box                        | box             | 1                    |     |       |       | 1   |      |      |     | 1    |     |     | 1   | 4     | 82.04                                    | 328.16       |
| 79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                          | box             | 4                    |     |       |       | 4   |      |      |     | 4    |     |     | 4   | 16    | 15.60                                    | 249.60       |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             | 4                    |     |       |       | 4   |      |      |     | 4    |     |     | 4   | 16    | 8.84                                     | 141.44       |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             | 2                    |     |       |       | 2   |      |      |     | 2    |     |     | 2   | 8     | 24.89                                    | 199.12       |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      | 3   |       |       |     |      |      |     |      |     |     |     | 3     | 30.00                                    | 90.00        |
| 84. RECORD BOOK, 300 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.44                                    | -            |
| 85. RECORD BOOK, 500 pages, Smyth sewn                                   | book            |                      | 3   |       |       |     |      |      |     |      |     |     |     | 3     | 88.40                                    | 265.20       |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      | 6   |       |       |     |      |      |     |      |     |     |     | 6     | 15.81                                    | 94.86        |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                     | -            |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                    | -            |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 132.68                                   | 265.36       |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 94. RULER, plastic, 300mm                                     | piece           |                      | 3   |       |       |     |      |      |     |      |     |     |     | 3     | 3.64                                     | 10.92        |
| 95. RULER, plastic, 450mm                                     | piece           |                      | 3   |       |       |     |      |      |     |      |     |     |     | 3     | 36.40                                    | 109.20       |
| 96. SIGN PEN, black   | piece           |                      | 15  |       |       |     |      |      |     | 12   |     |     |     | 27    | 41.48                                    | 1,119.96     |
| 97. SIGN PEN, blue  | piece           |                      | 15  |       |       |     |      |      |     | 12   |     |     |     | 27    | 41.48                                    | 1,119.96     |
| 98. SIGN PEN, red   | piece           |                      | 6   |       |       |     |      |      |     | 6    |     |     |     | 12    | 41.48                                    | 497.76       |
| 99. STAMP PAD INK, violet, 50mL                               | bottle          |                      | 2   |       |       |     |      |      |     | 2    |     |     |     | 4     | 27.04                                    | 108.16       |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                    | piece           |                      | 2   |       |       |     |      |      |     | 2    |     |     |     | 4     | 24.96                                    | 99.84        |
| 101. STAPLE WIRE, standard, #35                               | box             |                      | 12  |       |       |     |      |      |     | 12   |     |     |     | 24    | 25.98                                    | 623.52       |
| 102. TAPE, adding machine, GSP bond                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                    | -            |
| 103. TAPE, masking, 24mm, 50 meters length                    | roll            |                      | 6   |       |       |     |      |      |     | 6    |     |     |     | 12    | 41.60                                    | 499.20       |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      | 6   |       |       |     |      |      |     | 6    |     |     |     | 12    | 83.82                                    | 1,005.84     |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      | 6   |       |       |     |      |      |     | 6    |     |     |     | 12    | 10.87                                    | 130.44       |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      | 6   |       |       |     |      |      |     | 6    |     |     |     | 12    | 20.38                                    | 244.56       |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      | 6   |       |       |     |      |      |     | 6    |     |     |     | 12    | 19.24                                    | 230.88       |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl               | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                    | -            |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl            | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36                                    | -            |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      | 6   |       |       |     | 6    |      |     |      | 6   |     | 6   | 24    | 61.15                                    | 1,467.60     |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40                                   | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE DEVICES</b>                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.40                                    | -            |
| 2. CUTTER, heavy duty   | piece           |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 27.04                                    | 54.08        |
| 3. PUNCHER, heavy duty  | piece           |                      | 3   |       |       |     |      |      |     |      |     |     |     | 3     | 114.40                                   | 343.20       |
| 4. SCISSORS, (6")   | pair            |                      | 3   |       |       |     |      |      |     | 3    |     |     |     | 6     | 18.72                                    | 112.32       |
| 5. SHARPENER, single cutterhead                               | piece           |                      | 3   |       |       |     |      |      |     | 3    |     |     |     | 6     | 147.35                                   | 884.10       |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80                                   | -            |
| 7. STAPLER, heavy duty, standard                              | piece           |                      | 3   |       |       |     |      |      |     | 3    |     |     |     | 6     | 162.84                                   | 977.04       |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      | 3   |       |       |     |      |      |     | 3    |     |     |     | 6     | 19.64                                    | 117.84       |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      | 3   |       |       |     |      |      |     | 3    |     |     |     | 6     | 40.23                                    | 241.38       |
| 10. WASTE BASKET, plastic                                     | piece           |                      | 10  |       |       |     |      |      |     | 10   |     |     |     | 20    | 20.99                                    | 419.80       |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON JANITORIAL SUPPLIES</b>                             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      | 12  |       |       |     |      |      |     | 12   |     |     |     | 24    | 14.56                                    | 349.44       |
| 2. BROOM, soft (tambo)  | piece           |                      | 5   |       |       |     |      |      |     | 5    |     |     |     | 10    | 119.60                                   | 1,196.00     |
| 3. BROOM, STICK (tingting)                                    | piece           |                      | 5   |       |       |     |      |      |     | 5    |     |     |     | 10    | 19.76                                    | 197.60       |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      | 10  |       |       |     |      |      |     | 10   |     |     |     | 20    | 17.32                                    | 346.40       |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      | 10  |       |       |     |      |      |     | 10   |     |     |     | 20    | 17.16                                    | 343.20       |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      | 10  |       |       |     |      |      |     | 10   |     |     |     | 20    | 23.92                                    | 478.40       |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      | 5   |       |       |     |      |      |     | 5    |     |     |     | 10    | 239.20                                   | 2,392.00     |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      | 2   |       |       |     |      |      |     | 2    |     |     |     | 4     | 26.00                                    | 104.00       |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      | 5   |       |       |     |      |      |     | 5    |     |     |     | 10    | 331.50                                   | 3,315.00     |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      | 5   |       |       |     |      |      |     | 5    |     |     |     | 10    | 112.32                                   | 1,123.20     |



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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      | 5   |       |       |     |      |      |     | 5    |     |     |     | 10    | 116.48    | 1,164.80                                  |              |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20     | -   |              |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      | 4   |       |       |     |      |      |     | 4    |     |     |     | 8     | 71.76     | 574.08                                    |              |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      | 10  |       |       |     |      |      |     | 10   |     |     |     | 20    | 43.68     | 873.60                                    |              |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96    | -   |              |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      | 6   |       |       |     |      |      |     | 6    |     |     |     | 12    | 62.40     | 748.80                                    |              |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.28     | -   |              |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      | 5   |       |       |     |      |      |     | 5    |     |     |     | 10    | 103.79    | 1,037.90                                  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| LEGAL SIZE PAPER   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 1. PAPER, bond, Premium Grade  | ream            |                      | 25  |       |       |     |      |      |     | 25   |     |     |     | 50    | 119.22    | 5,961.00                                  |              |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52     | -   |              |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02    | -   |              |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33    | -   |              |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      | 15  |       |       |     |      |      |     | 15   |     |     |     | 30    | 174.72    | 5,241.60                                  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| COMMON OFFICE EQUIPMENT  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      | 2   |       |       |     |      |      |     |      |     |     |     | 2     | 1,144.00  | 2,288.00                                  |              |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92  | -   |              |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52  | -   |              |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      | 4   |       |       |     |      |      |     |      |     |     |     | 4     | 13,497.12 | 53,988.48                                 |              |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52 | -   |              |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon                 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80  | -   |              |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor                                     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60    | -   |              |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      | 4   |       |       |     |      |      |     |      |     |     |     | 4     | 341.12    | 1,364.48                                  |              |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08    | -   |              |
| 10. CHAIR, monobloc, without armrest,beige/white   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20    | -   |              |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00 | -   |              |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26  | -   |              |
| 13. ELECTRIC FAN, with stand   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40    | -   |              |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68    | -   |              |
| 15. INDUSTRIAL FAN, 18" metal blade  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84    | -   |              |
| 16. FACSIMILE TRANSCIEVER, uses thermal paper  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20  | -   |              |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |   |              |
| 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new                               | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,130.48                                  | -            |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new                           | unit            |                      | 4   |       |       |     |      |      |     |      |     |     |     |       | 4 | 4,726.80                                  | 18,907.20    |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 24,939.20                                 | -            |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications                                  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 8,838.96                                  | -            |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit            |                      | 1   |       |       |     |      |      |     |      |     |     |     |       | 1 | 6,238.96                                  | 6,238.96     |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 28,672.80                                 | -            |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 35,859.20                                 | -            |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 7,124.00                                  | -            |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 4,139.20                                  | -            |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 30,992.00                                 | -            |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 10,398.96                                 | -            |
| 28. RADIO CASSETTE RECORDER, with AM/ FM Radio  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,653.60                                  | -            |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts     | unit            |                      | 1   |       |       |     |      |      |     |      |     |     |     |       | 1 | 6,188.00                                  | 6,188.00     |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA   | unit            |                      | 3   |       |       |     |      |      |     |      |     |     |     |       | 3 | 2,038.40                                  | 6,115.20     |

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|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>HANDBOOKS ON PROCUREMENT</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| kromcote cover, newsprint inside pages, perfect binding for:                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| a. Procurement of Goods & Services, 110-115 pages   | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 32.24                                    | 32.24        |
| b. Procurement of Civil Works, 139-149 pages  | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 37.65                                    | 37.65        |
| c. Procurement of Consulting Services, 139-149 pages  | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 22.36                                    | 22.36        |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,                 | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 32.40                                    | 32.40        |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages   | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 13.52                                    | 13.52        |
| HANDBOOK ON GENERIC PROCUREMENT   | set             | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 130.00                                   | 130.00       |
| MANUAL (GPM), A-4 size(210mm x 297mm),  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| foldcote 12 w/ plastic lamination, one(1) set of four   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| (4) volumes as follows:   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume I (103 pages) - white color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>OTHER CONSUMABLES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL) , yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18) , black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |  |              |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78 | -  |              |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38   | -  |              |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -  |              |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -  |              |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -  |              |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,363.74 | -  |              |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12   | -  |              |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32   | -  |              |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16 | -  |              |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16   | -  |              |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78 | -  |              |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54   | -  |              |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08 | -  |              |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86   | -  |              |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96 | -  |              |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 589.86   | -  |              |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 903.72   | -  |              |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -  |              |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                      | cart            | 2                    |     |       |       |     |      | 2    |     |      |     |     |     | 4     | 332.32   | 1,329.28                                 |              |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet                   | cart            | 2                    |     |       |       |     |      | 2    |     |      |     |     |     | 4     | 322.32   | 1,289.28                                 |              |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66   | -  |              |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00   | -  |              |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00   | -  |              |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00   | -  |              |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,122.00 | -  |              |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32   | -  |              |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32   | -  |              |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40 | -  |              |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -  |              |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -  |              |
| 58. INK CARTRIDGE, Brother LC67HYY, yellow                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -  |              |
| 59. INK CARTRIDGE, Brother LC 39BK, black                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36   | -  |              |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -  |              |
| 61. INK CARTRIDGE, Brother LC 39C, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -  |              |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -  |              |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -  |              |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96 | -  |              |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70 | -  |              |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60 | -  |              |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40 | -  |              |
| 70. INK CARTRIDGE, Epson C13To28091, black, for printer Stylus C60/CX3100 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32 | -  |              |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38                                 | -            |
| 72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08                                 | -            |
| 73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50                                   | -            |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68                                   | -            |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48                                   | -            |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04                                   | -            |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42                                   | -            |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32                                   | -            |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60                                   | -            |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66                                   | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66                                   | -            |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10                                   | -            |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50                                   | -            |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32                                   | -            |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48                                   | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |   |              |
| 109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -   |              |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -   |              |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -   |              |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -   |              |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -   |              |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44   | -   |              |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88   | -   |              |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88   | -   |              |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88   | -   |              |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88   | -   |              |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88   | -   |              |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88   | -   |              |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94   | -   |              |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94   | -   |              |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94   | -   |              |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94   | -   |              |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30   | -   |              |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -   |              |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -   |              |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -   |              |
| 129. TONER CARTRIDGE, HP C3906F, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06 | -   |              |
| 130. TONER CARTRIDGE, HP CB435A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86 | -   |              |
| 131. TONER CARTRIDGE, HP CB436A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34 | -   |              |
| 132. TONER CARTRIDGE, HP CB540A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60 | -   |              |
| 133. TONER CARTRIDGE, HP CB541A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00 | -   |              |
| 134. TONER CARTRIDGE, HP CB542A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00 | -   |              |
| 135. TONER CARTRIDGE, HP CB543A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00 | -   |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 136. TONER CARTRIDGE, HP CC364A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00                                 | -            |
| 137. TONER CARTRIDGE, HP CC530A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30                                 | -            |
| 138. TONER CARTRIDGE, HP CC531A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 139. TONER CARTRIDGE, HP CC532A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 140. TONER CARTRIDGE, HP CC533A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 141. TONER CARTRIDGE, HP CE250A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 142. TONER CARTRIDGE, HP CE251A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 143. TONER CARTRIDGE, HP CE252A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 144. TONER CARTRIDGE, HP CE253A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 145. TONER CARTRIDGE, HP CE255A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22                                 | -            |
| 146. TONER CARTRIDGE, HP CE260A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74                                 | -            |
| 147. TONER CARTRIDGE, HP CE261A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 148. TONER CARTRIDGE, HP CE262A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 149. TONER CARTRIDGE, HP CE263A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 150. TONER CARTRIDGE, HP CE278A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04                                 | -            |
| 151. TONER CARTRIDGE, HP CE285A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06                                 | -            |
| 152. TONER CARTRIDGE, HP CE505A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,590.40                                 | -            |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26                                 | -            |
| 154. TONER CARTRIDGE, HP Q6000A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08                                 | -            |
| 155. TONER CARTRIDGE, HP Q6001A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 156. TONER CARTRIDGE, HP Q6002A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 157. TONER CARTRIDGE, HP Q6003A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 158. TONER CARTRIDGE, HP Q6470A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28                                 | -            |
| 159. TONER CARTRIDGE, HP Q6471A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 160. TONER CARTRIDGE, HP Q6472A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 161. TONER CARTRIDGE, HP Q6473A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 162. TONER CARTRIDGE, HP Q7581A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 163. TONER CARTRIDGE, HP Q7582A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 164. TONER CARTRIDGE, HP Q7583A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80                                 | -            |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 169. TONER CARTRIDGE, Brother TN-2025                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00                                 | -            |
| 170. TONER CARTRIDGE, Brother TN-2130                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00                                 | -            |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00                                 | -            |
| 172. TONER CARTRIDGE, Lexmark X340A11G                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00                                 | -            |
| 173. TONER CARTRIDGE, Lexmark E360H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92                                | -            |
| 174. TONER CARTRIDGE, Lexmark E450A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06                                 | -            |
| 175. TONER CARTRIDGE, Lexmark T650A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20                                 | -            |
| 176. TONER CARTRIDGE, Lexmark T650H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70                                | -            |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02                                 | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92                                 | -            |
| 179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86                                 | -            |
| 180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08                                 | -            |
| 181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,211.98                                 | -            |
| 182. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46                                 | -            |
| 184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78                                 | -            |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00                                | -            |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,987.00                                 | -            |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,805.00                                 | -            |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,768.50                                 | -            |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660                                  | cart            |                      | 2   |       |       |     | 2    |      |     |      |     |     |     | 4     | 2,978.40                                 | 11,913.60    |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 449.80                                   | -            |
| 191. RIBBON CARTRIDGE, for OKI ML 1120  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,142.40                                 | -            |
| 193. RIBBON CARTRIDGE, Epson C13S015505 for printer DFX-9000  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,129.14                                 | -            |
| 194. RIBBON CARTRIDGE, Epson C13S015506(7753) Fabric, for printer LQ 300/300+II & 580                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.34                                   | -            |
| 195. RIBBON CARTRIDGE, Epson C13S015508(S015016), black, for printer LQ 670/680/680Pro                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 344.76                                   | -            |
| 196. RIBBON CARTRIDGE, Epson C13S015568, Color, for printer LX-300                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,224.00                                 | -            |
| 197. RIBBON CARTRIDGE, Epson C13S015577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 198. RIBBON CARTRIDGE, Epson C13S015587, black for printer DLQ-3000/3000+/3500                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,030.20                                 | -            |
| 199. RIBBON CARTRIDGE, Epson C13S015589(S015337), for printer LQ-590                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 373.32                                   | -            |
| 200. PRINthead, HP 11, black, C4810A, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 201. PRINthead, HP 11, cyan, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 202. PRINthead, HP 11, magenta C4812A, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 203. PRINthead, HP 11 yellow, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                 | -            |
| 204. Photoconductor Kit, Lexmark PN 12A8302   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,120.80                                 | -            |
| 205. Photoconductor Kit, Lexmark PN E260X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                 | -            |
| 206. Photoconductor Kit, Lexmark PN E250X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                 | -            |

[illegible]

[illegible]

| Item & Specifications              | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|                                    |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Computer Supplies                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Computer Equipment and Accessories |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| *Other Categories                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| ***GRAND TOTAL:                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

277,971.82



| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

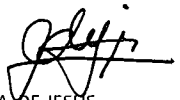
\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.


\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

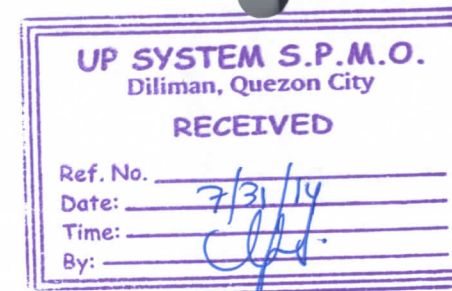
Prepared by:

  
 ILENE A. DE JESUS  
 Administrative Officer/Supply Officer

Approved:

  
 DR. JUDY M. TAGUIWALO  
 Head of Office/Agency

Date Prepared: July 03, 2014



UNIVERSITY OF THE PHILIPPINES SYSTEM  
Diliman, Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2014

END-USER/UNIT: INFORMATION OFFICE

| CODE | GENERAL DESCRIPTION   | QUANTITY/<br>SIZE   | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES  |  |   |   |                                      |   |                                       |   |   |   |     |   |
|------|---|---|---------------------|---|--|---|---|--------------------------------------|---|---------------------------------------|---|---|---|-----|---|
|      |   |   |                     | Jan   | Feb  | Mar   | Apr   | May                                  | Jun   | July                                  | Aug   | Sept  | Oct   | Nov | Dec   |
|      | <b>I. Services</b>  |   |                     |   |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | <b>A. Printing Services</b>   |   |                     |   |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | 1. UP Forum (bi-monthly)  | 8,000 copies<br>per issue<br>(total of six<br>issues per year)    | 286,800.00          | Prepare<br>documents<br>for bidding of<br>Jan-Jun<br>2014 issues.<br>(P144,000<br>lot price)            |  | Printing<br>of Jan-Feb<br>2014 issue.   |   | Printing<br>of Mar-Apr<br>2014 issue | Prepare<br>documents<br>for bidding of<br>Jul to Dec<br>2014 issues.<br>(P142,800<br>lot price)         | Printing<br>of May-Jun<br>2014 issue. | Printing<br>of Jul-Aug<br>2014 issue                          |   | Printing<br>of Sep-Oct<br>2014 issue.                         |     | Printing<br>of Nov-Dec<br>2014 issue.                         |
|      | 2. UP News (monthly)  | 8,000 copies<br>per issue<br>(total of twelve<br>issues per year) | 507,120.00          | Prepare<br>documents<br>for bidding of<br>Jan, Feb, &<br>Mar 2014<br>issues.<br>(P112,800<br>lot price) |  | Prepare<br>documents<br>for bidding of<br>Apr, May, &<br>Jun 2014<br>issues.<br>(P106,320<br>lot price) |   |                                      | Prepare<br>documents<br>for bidding of<br>Jul, Aug, &<br>Sep 2014<br>issues.<br>(P144,000<br>lot price) |                                       |   | Prepare<br>documents<br>for bidding of<br>Oct, Nov, &<br>Dec 2014<br>issues.<br>(P144,000<br>lot price) |   |     |   |
|      | 3. Envelope with office name/logo   |   |                     |   |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | a. Short Brown Envelope   | 500 pieces  | 4,950.00            |   |  |   |   |                                      |   | Prepare<br>documents<br>for bidding   |   |   |   |     |   |
|      | b. Long Brown Envelope  | 500 pieces  | 4,950.00            |   |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | c. Long White Letter Envelope   | 500 pieces  | 1,750.00            |   |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | 4. Office folder  |   | 50,000.00           |   |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | <b>B. Mailing and Distribution Services</b>   |   |                     |   |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | 1. UP Forum<br>other UP campus units outside Diliman,<br>selected government agencies<br>SUCs, etc. | 3,000 copies<br>per issue   | 178,313.00          |   | Mailing of<br>Jan-Feb<br>2014 issue.<br>(P28,313<br>lot price) |   | Mailing of<br>Mar-Apr<br>2014 issue<br>(P30,000<br>lot price) |                                      | Mailing of<br>May-Jun<br>2014 issue<br>(P30,000<br>lot price)   |                                       | Mailing of<br>Jul-Aug<br>2014 issue<br>(P30,000<br>lot price) |   | Mailing of<br>Sep-Oct<br>2014 issue<br>(P30,000<br>lot price) |     | Mailing of<br>Nov-Dec<br>2014 issue<br>(P30,000<br>lot price) |
|      | 2. UP Newsletter<br>other UP campus units outside Diliman   | 1,000 copies<br>per issue   | 36,000.00           | Mailing costs 3,000 pesos per issue for twelve issues.  |  |   |   |                                      |   |                                       |   |   |   |     |   |
|      | 3. Other official documents   | as needed   | 5,000.00            | As needed   |  |   |   |                                      |   |                                       |   |   |   |     |   |

Encoded by: ERMH OLIS  
7/31/14

[Signature]

|  |                  |            |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
|--|------------------|------------|--|--|-------------------------------------|--|--|-------------------------------------|--|-------------------------------------|-------------------------------------|--|--|
| C. Binding Services  |                  |            |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| 1. Compilation of UP Forum                                     | 6 sets           | 1,500.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  | For Binding  |
| 2. Compilation of UP News                                      | 6 sets           | 3,000.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  | For binding  |
| 3. Clippings of UP-related news (n                             | 12 sets          | 3,000.00   |  |  | For binding                         |  |  | For binding                         |  |                                     | For binding                         |  | For binding  |
| 4. Other official documents                                    | as needed        | 4,000.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  | As needed  |
| D. Professional Services                                       |                  |            |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| 1. Editor, UP Forum  | six issues       | 15,000.00  |  |  |                                     |  |  |                                     |  |                                     |                                     |  | Honorarium of 2,500 pesos per issue                            |
| 2. Consultant, UP Forum  | six issues       | 33,333.36  |  |  |                                     |  |  |                                     |  |                                     |                                     |  | Honorarium of P5,555.56 per issue                              |
| 3. Deliveryman, UP Forum                                       | six issues       | 9,000.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  | Compensation of 1,500 pesos per issue                          |
| 4. Managing Editor, UP News                                    | twelve issues    | 24,000.00  |  |  |                                     |  |  |                                     |  |                                     |                                     |  | Honorarium of 2,000 pesos per issue                            |
| 5. Consultant, UP News   | twelve issues    | 66,666.72  |  |  |                                     |  |  |                                     |  |                                     |                                     |  | Honorarium of P5,555.56 per issue                              |
| 6. Desk Editor, UP News  | six issues       | 12,000.00  |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| 7. Deliveryman, UP News  | twelve issues    | 18,000.00  |  |  |                                     |  |  |                                     |  |                                     |                                     |  | Compensation of 1,500 pesos per issue                          |
| 8. Emergency Encoder #1  |                  | 5,555.54   |  |  | Hired for February                  |  |  |                                     |  |                                     |                                     |  |  |
| 9. Emergency Encoder #2  |                  | 5,555.54   |  |  | and March 2014 only.                |  |  |                                     |  |                                     |                                     |  |  |
| 10. Emergency Encoder #3                                       |                  | 5,555.54   |  |  | One time payment.                   |  |  |                                     |  |                                     |                                     |  |  |
| 11. Resource Persons, capacity-<br>building seminars/workshops | 20 sessions      | 100,000.00 |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| E. Other Services  |                  |            |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| 1. Notarial Services   |                  | 1,000.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  | As needed  |
| 2. Photocopying Services                                       |                  | 2,000.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  | As needed. During data gathering of UP Forum/Newsletter staff. |
|  | <b>Sub-Total</b> |            |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| II. Repair/Maintenance   |                  |            |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| A. General cleaning of<br>office air conditioning units        | 8 units          | 12,000.00  |  |  |                                     |  |  |                                     |  | documents<br>for bidding.           |                                     |  | documents<br>for bidding.                                      |
| B. Toyota Tamaraw FX model 1997                                |                  |            |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| 1. Gasoline/Oil/Lubricants                                     |                  | 150,000.00 |  |  |                                     |  |  |                                     |  |                                     |                                     |  | As needed  |
| 2. Change Oil  |                  | 8,000.00   |  |  | Prepare<br>documents<br>for bidding |  |  | Prepare<br>documents<br>for bidding |  |                                     | Prepare<br>documents<br>for bidding |  | Prepare<br>documents<br>for bidding                            |
| 3. Tune-Up   |                  | 6,000.00   |  |  | Prepare<br>documents<br>for bidding |  |  | Prepare<br>documents<br>for bidding |  |                                     | Prepare<br>documents<br>for bidding |  | Prepare<br>documents<br>for bidding                            |
| 4. General cleaning of ACU                                     |                  | 8,000.00   |  |  | Prepare<br>documents<br>for bidding |  |  |                                     |  | Prepare<br>documents<br>for bidding |                                     |  |  |
| 5. Alignment & Camber  |                  | 2,000.00   |  |  |                                     |  |  |                                     |  | Prepare<br>documents<br>for bidding |                                     |  |  |
| 6. Repainting  |                  | 30,000.00  |  |  |                                     |  |  |                                     |  |                                     |                                     |  | For bidding  |
| 7. Upholstery of car seat                                      |                  | 3,000.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |
| 8. Rain Guard, Tail Light,<br>& Floor Mat                      |                  | 2,000.00   |  |  |                                     |  |  |                                     |  |                                     |                                     |  |  |

*Amador*

|  |                    |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--------------------|---------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| C. Repair/renovation of office kitchen               |                    | 40,000.00           |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>III. Subscriptions of Major Daily Newspapers</b>  | 8 newspapers       | 62,600.00           | Prepare documents for payment every end of the month.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>IV. Transportation/Travelling Expense</b>         |                    | 20,000.00           |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| includes Rehearsal Allowance                         |                    |                     | Rehearsal allowance as member of UP Staff Choral Society. Prepare documents for payment every after 3 months. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>V. Food Expense</b>                               |                    | 60,000.00           | During official events, meetings, and activities.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>VI. Airfare/Room Accomodations</b>                |                    | 30,000.00           |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>VII. Common-Use Supplies</b>                      |                    |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A. Thru UPS SPMO                                     |                    |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Available at SPMO Storeroom                       |                    | 122,147.58          | Prepare Purchase Request every first week of January, April, July, & October.                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Not available at SPMO Storeroom                   |                    | 252,095.25          | Follow proper procurement procedure.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B. Thru other sources                                |                    | 50,000.00           | Urgently needed. Not available at SPMO Storeroom.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>VIII. Insurance/Registration of motor vehicle</b> |                    | 6,010.63            |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>IX. Equipment</b>                                 |                    |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A. Water Dispenser                                   | 1 unit             | 6,000.00            |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B. Desktop Computer                                  | 5 units            | 300,000.00          |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C. Computer Softwares                                |                    |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Microsoft Windows 8 Pro                           | 15 pieces          | 112,500.00          |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Microsoft Office 2013 Pro                         | 20 pieces          | 450,000.00          |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Adobe CS6 Master Collection                       | 4 pieces           | 140,000.00          |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D. Teleprompter                                      | 1 unit             | 50,000.00           |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Sub-Total</b>   |                     |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | <b>Grand Total</b> | <b>3,306,403.16</b> |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

ROBERTO G. EUGENIO  
Administrative Assistant III

Certified Correct:

CRISTY M. SALVADOR  
Administrative Officer V

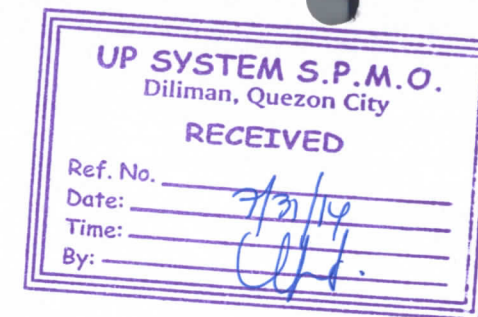
Submitted by:

FRANCES FATIMA M. CABANA  
UPSIO Deputy Director

Date Prepared: July 30, 2014



**ANNUAL PROCUREMENT PLAN FOR 2014  
For Common-Use Supplies and Equipment**



**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **Information Office, University of the Philippines System**  
Region: National Capital Region  
Address: Mezzanine Floor, North Wing, Quezon Hall,  
U.P. Diliman, Quezon City

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Telephone/Mobile Nos: +632-9261572/+639196247944

| Item & Specifications                         | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| COMMON ELECTRICAL SUPPLIES                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BALLAST, 18 watts                          | piece           |                      |     |       |       |     |      | 4    |     |      |     |     |     | 4     | 67.27                                    | 269.08       |
| 2. BALLAST, 36 watts                          | piece           |                      |     |       |       |     |      | 8    |     |      |     |     |     | 8     | 72.54                                    | 580.32       |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet  | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                    | -            |
| 5. BATTERY, size D, alkaline, 2 pcs./packet   | packet          |                      |     |       |       |     |      | 18   |     |      |     |     |     | 18    | 68.12                                    | 1,226.16     |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 280.54                                   | -            |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 368.94                                   | -            |
| 8. FLUORESCENT LAMP, tubular, 18 watts        | piece           |                      |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 32.14                                    | 96.42        |
| 9. FLUORESCENT LAMP, tubular, 36 watts        | piece           |                      |     |       |       |     |      | 6    |     |      |     |     |     | 6     | 33.85                                    | 203.10       |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                   | -            |
| 11. FUSE, 30 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.35                                    | -            |
| 12. FUSE, 60 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.48                                    | -            |
| 13. STARTER, 4-40 watts                       | piece           |                      |     |       |       |     |      | 12   |     |      |     |     |     | 12    | 3.73                                     | 44.76        |
| 14. TAPE, electrical                          | roll            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 18.20                                    | 54.60        |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| COMMON COMPUTER SUPPLIES/CONSUMABLES  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 520.00                                   | -            |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 818.48                                   | -            |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 581.67                                   | -            |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 951.08                                   | -            |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 480.48                                   | -            |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 778.96                                   | -            |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 338.00                                   | -            |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.80                                   | -            |
| 9. COMPACT DISK CASE, 50 CDs capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.84                                    | -            |
| 10. COMPACT DISK DRIVE CLEANER  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.22                                    | -            |
| 11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      | 50   |     |      | 50  |     |     | 100   | 8.79                                     | 879.00       |
| 12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           |                      |     |       | 10    |     |      | 10   |     |      | 10  |     |     | 30    | 16.62                                    | 498.60       |
| 13. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      | 50   |     |      | 50  |     |     | 100   | 11.70                                    | 1,170.00     |
| 14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           |                      |     |       | 10    |     |      | 10   |     |      | 10  |     |     | 30    | 19.96                                    | 598.80       |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 292.08                                   | -            |
| 16. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      | 10   |     |      |     |     |     | 10    | 468.00                                   | 4,680.00     |
| 17. INK CARTRIDGE, HP 51645A (HP 45)  | cart            |                      |     |       |       |     |      | 3    |     |      | 3   |     |     | 6     | 1,216.86                                 | 7,301.16     |
| 18. INK CARTRIDGE, HP C6615DA (HP 15)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,149.54                                 | -            |
| 19. INK CARTRIDGE, HP C1823DA (HP 23)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,489.20                                 | -            |
| 20. INK CARTRIDGE, HP C6625A (HP 17)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,250.52                                 | -            |
| 21. INK CARTRIDGE, HP C6578A/D (HP 78)  | cart            |                      |     |       |       |     |      | 3    |     |      | 3   |     |     | 6     | 1,352.52                                 | 8,115.12     |
| 22. INK CARTRIDGE, HP C6614D (HP 20)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,344.36                                 | -            |
| 23. INK CARTRIDGE, HP C4844A (HP 10)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,402.50                                 | -            |
| 24. INK CARTRIDGE, HP C8727AA (HP 27)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 743.58                                   | -            |
| 25. INK CARTRIDGE, HP C8728AA (HP 28)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 873.12                                   | -            |
| 26. INK CARTRIDGE, HP C6656AA (HP 56)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 810.90                                   | -            |
| 27. INK CARTRIDGE, HP C6657AA (HP 57)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                 | -            |
| 28. INK CARTRIDGE, HP C9351AA (HP 21)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 615.06                                   | -            |
| 29. INK CARTRIDGE, HP C9352AA (HP 22)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 708.90                                   | -            |
| 30. INK CARTRIDGE, HP C8765WA (HP 94)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 820.08                                   | -            |
| 31. INK CARTRIDGE, HP C8766WA (HP 95)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 32. INK CARTRIDGE, HP C9361WA (HP 93)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 787.44                                   | -            |
| 33. INK CARTRIDGE, HP C9362WA (HP 92)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 34. INK CARTRIDGE, HP CB314A (HP 900), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 256.02                                   | -            |
| 35. INK CARTRIDGE, HP CB315A (HP 900), tri-color  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 329.46                                   | -            |
| 36. INK CARTRIDGE, Epson TO17   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 37. INK CARTRIDGE, Epson TO18   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00  | -   |              |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30    | -   |              |
| 40. INK CARTRIDGE, Epson T038                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46    | -   |              |
| 41. INK CARTRIDGE, Epson T039                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82    | -   |              |
| 42. MOUSE, optical, USB conection type                  | piece           |                      |     |       |       |     |      | 6    |     |      |     |     |     | 6     | 197.60    | 1,185.60                                  |              |
| 43. TONER CARTRIDGE,HP C3906A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06  | -   |              |
| 44. TONER CARTRIDGE,HP C3903A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00  | -   |              |
| 45. TONER CARTRIDGE,HP C4092A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10  | -   |              |
| 46. TONER CARTRIDGE,HP C4096A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64  | -   |              |
| 47. TONER CARTRIDGE,HP C7115A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48  | -   |              |
| 48. TONER CARTRIDGE,HP 92298A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20  | -   |              |
| 49. TONER CARTRIDGE,HP C4127X                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90  | -   |              |
| 50. TONER CARTRIDGE, HP Q2613X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96  | -   |              |
| 51. TONER CARTRIDGE,HP Q2612A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20  | -   |              |
| 52. TONER CARTRIDGE,HP Q5942A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72  | -   |              |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56  | -   |              |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20  | -   |              |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80  | -   |              |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80  | -   |              |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60  | -   |              |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60  | -   |              |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18  | -   |              |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00  | -   |              |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10  | -   |              |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10  | -   |              |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10  | -   |              |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42  | -   |              |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74  | -   |              |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62  | -   |              |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40 | -   |              |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40  | -   |              |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84  | -   |              |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56  | -   |              |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00  | -   |              |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00  | -   |              |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02  | -   |              |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76     | -   |              |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75     | -   |              |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50    | -   |              |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88    | -   |              |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44    | -   |              |
| COMMON OFFICE SUPPLIES                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 603.20    | 603.20                                    |              |
| 2. AIR FRESHENER, 280mL/can                             | can             |                      |     |       | 6     |     |      | 6    |     |      | 6   |     |     | 18    | 92.56     | 1,666.08                                  |              |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          |                      |     |       | 10    |     |      | 10   |     |      | 10  |     |     | 30    | 37.70     | 1,131.00                                  |              |
| 4. AUDIO CASSETTE TAPE, 90min. recording time           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12     | -   |              |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50                                    | -            |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44                                   | -            |
| 7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00                                   | -            |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80                                    | -            |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81                                    | -            |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       | 12    |     |      | 12   |     |      | 12  |     |     | 36    | 8.42                                     | 303.12       |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             |                      |     |       | 2     |     |      | 2    |     |      | 2   |     |     | 6     | 15.60                                    | 93.60        |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      |     |       | 2     |     |      | 2    |     |      | 2   |     |     | 6     | 43.68                                    | 262.08       |
| 14. CLIP, backfold, 19mm, 12s/box                                    | box             |                      |     |       | 2     |     |      | 2    |     |      | 2   |     |     | 6     | 7.54                                     | 45.24        |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             |                      |     |       | 2     |     |      | 2    |     |      | 2   |     |     | 6     | 17.42                                    | 104.52       |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84                                    | -            |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9.82                                     | -            |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      |     |       |       |     |      | 12   |     |      |     |     |     | 12    | 64.47                                    | 773.64       |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07                                    | -            |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 560.56                                   | 560.56       |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 675.86                                   | 675.86       |
| 26. ENVELOPE, mailing white, 500s/box                                | box             |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 159.78                                   | 159.78       |
| 27. ENVELOPE, mailing white with window, 500s                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58                                   | -            |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           |                      |     |       |       |     |      | 20   |     |      |     |     |     | 20    | 39.81                                    | 796.20       |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 526.24                                   | 526.24       |
| 31. ERASER, blackboard/whiteboard                                    | piece           |                      |     |       |       |     |      | 1    |     |      | 1   |     |     | 2     | 11.44                                    | 22.88        |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68                                     | -            |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64                                   | -            |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 413.92                                   | 1,241.76     |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 253.76                                   | 761.28       |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 301.60                                   | -            |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 312.00                                   | -            |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 247.52                                   | 742.56       |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 228.80                                   | 686.40       |
| 41. GLUE, all purpose, 300 grams min.                                | jar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.43                                    | -            |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97                                    | -            |
| 43. INDEX CARD, 3" x 5", ruled both sides, 500s/pack                 | pack            |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 44.45                                    | 44.45        |
| 44. INDEX CARD, 5" x 8", ruled both side, 500s/pack                  | pack            |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 99.84                                    | 99.84        |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50                                    | -            |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68                                    | -            |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube                  | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54                                   | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (29.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                    | -            |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                    | -            |
| 52. MAP PIN, round head, 100s/box  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 53. MARKER, fluorescent, 3 colors/set                                    | set             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 41.60                                    | 374.40       |
| 54. MARKING PEN, whiteboard, black                                       | piece           |                      |     |       | 12    |     |      | 12   |     |      | 12  |     |     | 36    | 15.08                                    | 542.88       |
| 55. MARKING PEN, whiteboard, blue  | piece           |                      |     |       | 6     |     |      | 6    |     |      | 6   |     |     | 18    | 15.08                                    | 271.44       |
| 56. MARKING PEN, whiteboard, red   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.08                                    | -            |
| 57. MARKER, permanent, black   | piece           |                      |     |       | 12    |     |      | 12   |     |      | 12  |     |     | 36    | 13.50                                    | 486.00       |
| 58. MARKER, permanent, blue  | piece           |                      |     |       | 6     |     |      | 6    |     |      | 6   |     |     | 18    | 13.50                                    | 243.00       |
| 59. MARKER, permanent, red   | piece           |                      |     |       | 6     |     |      | 6    |     |      | 6   |     |     | 18    | 13.50                                    | 243.00       |
| 60. MARKING PEN, for transparency  | set             |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 84.24                                    | 252.72       |
| 61. NOTE BOOK, stenographer's, 40 leaves                                 | piece           |                      |     |       | 50    |     |      | 100  |     |      | 100 |     |     | 250   | 7.49                                     | 1,872.50     |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 36.40                                    | 327.60       |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                                    | pad             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 52.00                                    | 468.00       |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                                    | pad             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 112.32                                   | 1,010.88     |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 31.20                                    | 280.80       |
| 66. OIL, for general purpose, 120 mL                                     | bottle          |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 30.99                                    | 92.97        |
| 67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm               | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 104.80                                   | -            |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 144.35                                   | -            |
| 72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm                | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad                         | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                    | -            |
| 74. PAPER, thermal, 210mmx30M, 1/2" core                                 | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 75. PAPER, thermal, 216mmx30M, 1/2" core                                 | roll            |                      |     |       | 4     |     |      | 4    |     |      | 4   |     |     | 12    | 37.44                                    | 449.28       |
| 76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm                           | ream            |                      |     |       | 45    |     |      | 45   |     |      | 45  |     |     | 135   | 139.32                                   | 18,808.20    |
| 77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack                    | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 78. PAPER FASTENER, for paper, metal, 50 sets/box                        | box             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 82.04                                    | 738.36       |
| 79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                          | box             |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 15.60                                    | 46.80        |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             |                      |     |       | 12    |     |      | 12   |     |      | 12  |     |     | 36    | 8.84                                     | 318.24       |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 24.89                                    | 224.01       |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      |     |       | 2     |     |      | 2    |     |      | 2   |     |     | 6     | 30.00                                    | 180.00       |
| 84. RECORD BOOK, 300 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.44                                    | -            |
| 85. RECORD BOOK, 500 pages, Smyth sewn                                   | book            |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 88.40                                    | 795.60       |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                    | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 4.37                                     | 39.33        |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 12.48                                    | 112.32       |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 12.48                                    | 112.32       |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 28.13                                    | 253.17       |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 132.68                                   | 398.04       |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 94. RULER, plastic, 300mm                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.64                                      | -            |
| 95. RULER, plastic, 450mm                                     | piece           |                      |     |       |       |     |      | 6    |     |      |     |     |     | 6     | 36.40                                     | 218.40       |
| 96. SIGN PEN, black   | piece           |                      |     |       | 24    |     |      | 24   |     |      |     |     |     | 72    | 41.48                                     | 2,986.56     |
| 97. SIGN PEN, blue  | piece           |                      |     |       | 24    |     |      | 24   |     |      | 24  |     |     | 72    | 41.48                                     | 2,986.56     |
| 98. SIGN PEN, red   | piece           |                      |     |       | 24    |     |      | 24   |     |      | 24  |     |     | 72    | 41.48                                     | 2,986.56     |
| 99. STAMP PAD INK, violet, 50mL                               | bottle          |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 27.04                                     | 27.04        |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                    | piece           |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 24.96                                     | 24.96        |
| 101. STAPLE WIRE, standard, #35                               | box             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 25.98                                     | 233.82       |
| 102. TAPE, adding machine, GSP bond                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                     | -            |
| 103. TAPE, masking, 24mm, 50 meters length                    | roll            |                      |     |       | 3     |     |      | 6    |     |      | 3   |     |     | 12    | 41.60                                     | 499.20       |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.82                                     | -            |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      |     |       | 12    |     |      | 12   |     |      | 12  |     |     | 36    | 10.87                                     | 391.32       |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.38                                     | -            |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 19.24                                     | 173.16       |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl               | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                     | -            |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl            | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36                                     | -            |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      |     |       | 36    |     |      | 36   |     |      | 36  |     |     | 108   | 61.15                                     | 6,604.20     |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 57.20                                     | 171.60       |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 166.40                                    | 499.20       |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| COMMON OFFICE DEVICES   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      |     |       | 3     |     |      | 6    |     |      | 3   |     |     | 12    | 10.40                                     | 124.80       |
| 2. CUTTER, heavy duty   | piece           |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 27.04                                     | 243.36       |
| 3. PUNCHER, heavy duty  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 114.40                                    | -            |
| 4. SCISSORS, (6")   | pair            |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 18.72                                     | 168.48       |
| 5. SHARPENER, single cutterhead                               | piece           |                      |     |       |       |     |      | 2    |     |      |     |     |     | 2     | 147.35                                    | 294.70       |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80                                    | -            |
| 7. STAPLER, heavy duty, standard                              | piece           |                      |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 162.84                                    | 488.52       |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                     | -            |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      |     |       | 2     |     |      |      |     |      |     |     |     | 2     | 40.23                                     | 80.46        |
| 10. WASTE BASKET, plastic                                     | piece           |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 20.99                                     | 188.91       |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| COMMON JANITORIAL SUPPLIES                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                     | -            |
| 2. BROOM, soft (tambo)  | piece           |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 119.60                                    | 358.80       |
| 3. BROOM, STICK (tingting)                                    | piece           |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 19.76                                     | 59.28        |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      |     |       | 6     |     |      | 6    |     |      | 6   |     |     | 18    | 17.32                                     | 311.76       |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      |     |       | 12    |     |      | 12   |     |      | 12  |     |     | 36    | 17.16                                     | 617.76       |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      |     |       | 12    |     |      | 12   |     |      | 12  |     |     | 36    | 23.92                                     | 861.12       |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      |     |       | 2     |     |      | 2    |     |      | 2   |     |     | 6     | 239.20                                    | 1,435.20     |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 26.00                                     | 26.00        |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                    | -            |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                    | -            |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50                                    | -            |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 112.32                                    | 336.96       |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 116.48    | 1,048.32                                  |              |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 83.20     | 83.20                                     |              |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 71.76     | 71.76                                     |              |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 43.68     | 131.04                                    |              |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 131.96    | 395.88                                    |              |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 62.40     | 561.60                                    |              |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 33.28     | 299.52                                    |              |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      |     |       |       |     |      | 6    |     |      |     |     |     | 6     | 103.79    | 622.74                                    |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| LEGAL SIZE PAPER   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.22    | -   |              |
| 1. PAPER, bond, Premium Grade  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52     | -   |              |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02    | -   |              |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33    | -   |              |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |           |   |              |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      |     |       | 6     |     |      | 6    |     |      | 6   |     |     | 18    | 174.72    | 3,144.96                                  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| COMMON OFFICE EQUIPMENT  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00  | -   |              |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92  | -   |              |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52  | -   |              |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12 | -   |              |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52 | -   |              |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon                 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80  | -   |              |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor                                     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60    | -   |              |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 341.12    | -   |              |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08    | -   |              |
| 10. CHAIR, monobloc, without armrest,beige/white   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20    | -   |              |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00 | -   |              |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26  | -   |              |
| 13. ELECTRIC FAN, with stand   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40    | -   |              |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68    | -   |              |
| 15. INDUSTRIAL FAN, 18" metal blade  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84    | -   |              |
| 16. FACSIMILE TRANSCEIVER, uses thermal paper  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20  | -   |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new                             | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48                                 | -            |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new                           | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80                                 | -            |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20                                | -            |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications                                  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96                                 | -            |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96                                 | -            |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80                                | -            |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20                                | -            |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20                                 | -            |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00                                | -            |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96                                | -            |
| 28. RADIO CASSETTE RECORDER, with AM/FM Radio   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60                                 | -            |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00                                 | -            |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,038.40                                 | -            |



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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>HANDBOOKS ON PROCUREMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for: |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| a. Procurement of Goods & Services, 110-115 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                    | -            |
| b. Procurement of Civil Works, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                    | -            |
| c. Procurement of Consulting Services, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                    | -            |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                    | -            |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                    | -            |
| HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:         | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                   | -            |
| Volume I (103 pages) - white color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>OTHER CONSUMABLES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |  |              |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78 | -  |              |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38   | -  |              |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -  |              |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -  |              |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,363.74 | -  |              |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12   | -  |              |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -  |              |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32   | -  |              |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16 | -  |              |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16   | -  |              |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78 | -  |              |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54   | -  |              |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08 | -  |              |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86   | -  |              |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96 | -  |              |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 589.86   | -  |              |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 903.72   | -  |              |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -  |              |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32   | -  |              |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 322.32   | -  |              |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66   | -  |              |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 9     | 561.00   | 5,049.00                                 |              |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                             | cart            |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 561.00   | 5,049.00                                 |              |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                          | cart            |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 561.00   | 5,049.00                                 |              |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                          | cart            |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 1,122.00 | 10,098.00                                |              |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                            | cart            |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 332.32   | -  |              |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32   | -  |              |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40 | -  |              |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -  |              |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -  |              |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -  |              |
| 58. INK CARTRIDGE, Brother LC67HYV, yellow                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36   | -  |              |
| 59. INK CARTRIDGE, Brother LC 39BK, black                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -  |              |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -  |              |
| 61. INK CARTRIDGE, Brother LC 39C, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -  |              |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -  |              |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96 | -  |              |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70 | -  |              |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60 | -  |              |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40 | -  |              |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32 | -  |              |
| 70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |          | -  |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |   |              |
| 71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38 | -   |              |
| 72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08 | -   |              |
| 73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -   |              |
| 74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -   |              |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -   |              |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46   | -   |              |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68   | -   |              |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82   | -   |              |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -   |              |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -   |              |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -   |              |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04   | -   |              |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -   |              |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -   |              |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -   |              |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32   | -   |              |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46   | -   |              |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -   |              |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -   |              |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -   |              |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -   |              |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -   |              |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -   |              |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -   |              |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66 | -   |              |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -   |              |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -   |              |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -   |              |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -   |              |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50 | -   |              |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -   |              |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -   |              |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -   |              |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -   |              |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -   |              |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -   |              |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -   |              |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -   |              |



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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 109. INK CARTRIDGE, Epson C13T11190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30                                   | -            |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 129. TONER CARTRIDGE, HP C3906F, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 130. TONER CARTRIDGE, HP CB435A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86                                 | -            |
| 131. TONER CARTRIDGE, HP CB436A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34                                 | -            |
| 132. TONER CARTRIDGE, HP CB540A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60                                 | -            |
| 133. TONER CARTRIDGE, HP CB541A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 134. TONER CARTRIDGE, HP CB542A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 135. TONER CARTRIDGE, HP CB543A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |

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|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 136. TONER CARTRIDGE, HP CC364A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00                                 | -            |
| 137. TONER CARTRIDGE, HP CC530A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30                                 | -            |
| 138. TONER CARTRIDGE, HP CC531A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 139. TONER CARTRIDGE, HP CC532A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14                                 | -            |
| 140. TONER CARTRIDGE, HP CC533A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 141. TONER CARTRIDGE, HP CE250A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 142. TONER CARTRIDGE, HP CE251A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 143. TONER CARTRIDGE, HP CE252A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92                                | -            |
| 144. TONER CARTRIDGE, HP CE253A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22                                 | -            |
| 145. TONER CARTRIDGE, HP CE255A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74                                 | -            |
| 146. TONER CARTRIDGE, HP CE260A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 147. TONER CARTRIDGE, HP CE261A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 148. TONER CARTRIDGE, HP CE262A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32                                | -            |
| 149. TONER CARTRIDGE, HP CE263A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04                                 | -            |
| 150. TONER CARTRIDGE, HP CE278A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06                                 | -            |
| 151. TONER CARTRIDGE, HP CE285A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,590.40                                 | -            |
| 152. TONER CARTRIDGE, HP CE505A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26                                 | -            |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08                                 | -            |
| 154. TONER CARTRIDGE, HP Q6000A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 155. TONER CARTRIDGE, HP Q6001A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 156. TONER CARTRIDGE, HP Q6002A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58                                 | -            |
| 157. TONER CARTRIDGE, HP Q6003A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28                                 | -            |
| 158. TONER CARTRIDGE, HP Q6470A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 159. TONER CARTRIDGE, HP Q6471A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 160. TONER CARTRIDGE, HP Q6472A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                 | -            |
| 161. TONER CARTRIDGE, HP Q6473A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 162. TONER CARTRIDGE, HP Q7581A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 163. TONER CARTRIDGE, HP Q7582A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82                                 | -            |
| 164. TONER CARTRIDGE, HP Q7583A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80                                 | -            |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00                                 | -            |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00                                 | -            |
| 169. TONER CARTRIDGE, Brother TN-2025                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00                                 | -            |
| 170. TONER CARTRIDGE, Brother TN-2130                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00                                 | -            |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00                                 | -            |
| 172. TONER CARTRIDGE, Lexmark X340A11G                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92                                | -            |
| 173. TONER CARTRIDGE, Lexmark E360H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06                                 | -            |
| 174. TONER CARTRIDGE, Lexmark E450A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20                                 | -            |
| 175. TONER CARTRIDGE, Lexmark T650A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70                                | -            |
| 176. TONER CARTRIDGE, Lexmark T650H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02                                 | -            |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| 178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92                                  | -            |
| 179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86                                  | -            |
| 180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08                                  | -            |
| 181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,211.98                                  | -            |
| 182. TONER CARTRIDGE,Epson C13S050440, Std Cap, for printer AL-M2010D/DN                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68                                  | -            |
| 183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46                                  | -            |
| 184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78                                  | -            |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00                                 | -            |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,987.00                                  | -            |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,805.00                                  | -            |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,768.50                                  | -            |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,978.40                                  | -            |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 449.80                                    | -            |
| 191. RIBBON CARTRIDGE, for OKI ML 1120  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                  | -            |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,142.40                                  | -            |
| 193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,129.14                                  | -            |
| 194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.34                                    | -            |
| 195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 344.76                                    | -            |
| 196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,224.00                                  | -            |
| 197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                    | -            |
| 198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,030.20                                  | -            |
| 199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 373.32                                    | -            |
| 200. PRINthead, HP 11, black, C4810A , 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 201. PRINthead, HP 11, cyan, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 202. PRINthead, HP 11, magenta C4812A, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 203. PRINthead, HP 11 yellow, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78                                  | -            |
| 204. Photoconductor Kit, Lexmark PN 12A8302   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,120.80                                  | -            |
| 205. Photoconductor Kit, Lexmark PN E260X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                  | -            |
| 206. Photoconductor Kit, Lexmark PN E250X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00                                  | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,391.50                                 | -            |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>Office Equipment and Accessories</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Office Supplies</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. Multi-purpose paper, A3, 80 gsm  | ream            |                      |     |       |       |     |      | 3    |     |      | 3   |     |     | 6     | 660.00                                   | 3,960.00     |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 4     | 1,128.00                                 | 4,512.00     |
| 3. Elmer's Glue, 130g, 24bots/box   | box             |                      |     |       |       |     |      | 2    |     |      | 2   |     |     | 5     | 96.00                                    | 480.00       |
| 4. Ballpen (assorted colors), 12pcs/box   | box             |                      |     |       |       |     |      | 5    |     |      |     |     |     | 5     | 20.75                                    | 311.25       |
| 5. Correction tape  | piece           |                      |     |       |       |     |      | 15   |     |      |     |     |     | 15    | 20.75                                    | 311.25       |
| 6. Storage boxes  | piece           |                      |     |       |       |     |      |      | 20  |      |     |     |     | 20    | 275.00                                   | 5,500.00     |
| 7. Utility/DVD boxes  | piece           |                      |     |       |       |     |      |      | 6   |      |     |     |     | 6     | 200.00                                   | 1,200.00     |
| 8. Prepaid card/Electronic load   | lot             |                      |     |       |       |     |      | 1    | 1   | 1    | 1   | 1   | 1   | 6     | 600.00                                   | 3,600.00     |
| 9. Purified drinking water  | container       |                      |     |       |       |     |      |      | 20  | 20   | 20  | 20  | 10  | 90    | 1,000.00                                 | 90,000.00    |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 11  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Audio and visual presentation and composing equipment</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Photographic or filming or video equipment</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

| Item & Specifications                            | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Cleaning Equipment and Supplies                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Paper Materials and Products                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Lighting and fixtures and accessories            |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Electrical equipment and components and supplies |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. 6 Gang outlet extension wire                  | piece           |                      |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 780.00                                   | 2,340.00     |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 2. Battery, size AA, Eveready, 4pcs/pack                      | pack            |                      |     |       |       |     |      | 45   |     |      | 45  |     |     | 90    | 72.00                                    | 6,480.00     |
| 3. Battery, size AAA, Eveready/, 4pcs/pack                    | pack            |                      |     |       |       |     |      | 30   |     |      | 30  |     |     | 60    | 80.00                                    | 4,800.00     |
| 4. Battery, size 9V, Eveready                                 | piece           |                      |     |       |       |     |      | 9    |     |      | 9   |     |     | 18    | 75.00                                    | 1,350.00     |
| 5. Ni-MH Rechargeable battery, AA, 2500 mAh, 4pcs/pack        | pack            |                      |     |       |       |     |      |      | 4   |      |     |     |     | 4     | 2,000.00                                 | 8,000.00     |
| 6. Ni-MH Rechargeable battery, AAA, 800 mAh, 4pcs/pack        | pack            |                      |     |       |       |     |      |      | 4   |      |     |     |     | 4     | 2,400.00                                 | 9,600.00     |
| 7. AA/AAA battery charger, 4-battery, 2700mAh                 | piece           |                      |     |       |       |     |      |      | 2   |      |     |     |     | 2     | 1,200.00                                 | 2,400.00     |
| 8. Earphone   | piece           |                      |     |       |       |     |      |      | 3   |      | 3   |     |     | 6     | 1,200.00                                 | 7,200.00     |
| 9. Mobile powerbank   | piece           |                      |     |       |       |     |      | 2    | 2   |      |     |     |     | 4     | 500.00                                   | 2,000.00     |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Computer Supplies</b>                                      |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. HP 685 black, cyan, yellow, & magenta                      | set             |                      |     |       | 3     |     |      | 3    |     |      | 3   |     |     | 9     | 1,360.00                                 | 12,240.00    |
| 2. HP CF210A,211A,212A, & 213A (black,cyan,yellow, & magenta) | set             |                      |     |       |       |     |      | 1    |     |      | 1   |     |     | 2     | 13,200.00                                | 26,400.00    |
| 3.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>Computer Equipment and Accessories</b>                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9   |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| <b>*Other Categories</b>                                      |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. Toner Cartridge, TK 679, for Kyocera Mita KM-2560          | cart            |                      |     |       | 1     |     |      | 1    |     |      | 1   |     |     | 3     | 8,064.00                                 | 24,192.00    |
| 2. Maintenance Kit, for Kyocera Mita KM-2560                  | set             |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 33,600.00                                | 33,600.00    |
| 3. Carbon Filter for Ex-Green Ceramic Filter A-59             | piece           |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 860.00                                   | 860.00       |
| 4. Resin Filter for Ex-Green Ceramic Filter A-59              | piece           |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 670.00                                   | 670.00       |
| 5. Ceramic Filter A for Ex-Green Ceramic Filter A-59          | piece           |                      |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 400.00                                   | 400.00       |
| 6.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9.  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |


374,242.83

\*\*\*GRAND TOTAL: .....  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....  
APPROVED BUDGET: .....

\*Other categories that are not indicated herein  
\*\*Prices are FOB Manila/Applicable for items under A.  
\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.


Prepared by:

  
**ROBERTO G. EUGENIO**  
Administrative Assistant III  
Property/Supply Officer

Certified Funds Available /  
Certified Appropriate Funds Available:

\_\_\_\_\_  
Accountant /  
Local Budget Officer

Approved:

  
**FRANCES FATIMA M. CABANA**  
UPSIO Deputy Director  
Head of Office/Agency

Date Prepared: July 30, 2014

Certified Correct:

  
**CRISTY M. SALVADOR**  
Administrative Officer V

# THE UNIVERSITY OF THE PHILIPPINES PRESS

E. de los Santos St., U.P. Campus, Diliman, Quezon City

## 2014 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

|  |             |
|--|-------------|
| UP SYSTEM S.P.M.O.<br>Diliman, Quezon City |             |
| RECEIVED                                   |             |
| Ref. No.                                   | _____       |
| Date:                                      | APR 28 2014 |
| Time:                                      | _____       |
| By:  | _____       |

END-USER/UNIT: **UNIVERSITY OF THE PHILIPPINES PRESS**

| CODE                    | GENERAL DESCRIPTION  | QTY. | ESTIMATED BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |     |     |     |     |
|-------------------------|--|------|------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                         |  |      |                  | Jan                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| COMMON OFFICE EQUIPMENT |  |      |                  |                                  |     |     |     |     |     |     |     |     |     |     |     |
| item#01                 | AIRCON - Koppel KWR18R4A 2.0hp   | 3    | 90,000.00        |                                  |     |     |     | 1   |     |     | 1   |     |     | 1   |     |
| item#02                 | Camera - DSLR Canon EOS 100D with 18-55MM Kit  | 1    | 32,500.00        |                                  |     |     |     |     | 1   |     |     |     |     |     |     |
| item#03                 | Chair - High Chair (for bookstore counter) - 322 Chrome Bar Stool SKU:ZF0206   | 1    | 1,600.00         |                                  |     |     |     | 1   |     |     |     |     |     |     |     |
| item#04                 | Chair - Office chair w/ wheels - OFU-5056 Mash Office Chair  | 6    | 13,200.00        |                                  |     |     |     |     | 1   |     |     | 4   |     |     | 1   |
| item#05                 | Chair - Visitor's Chair - stackable, heavy duty four legged powder coated black steel frame, fully upholstered with imported fabric, high density foam, w/out arms | 6    | 18,288.00        |                                  |     |     |     |     |     | 6   |     |     |     |     |     |
| item#06                 | DESKTOP - Intel Core i7-Desktop Computer & Monitor (specs based on last purchased from BAYAN PC PO#S14-901)  | 2    | 62,000.00        |                                  |     |     |     |     |     |     | 1   | 1   |     |     |     |
| item#07                 | External Hard Drive - Western Digital 1TB My Passport Slim (WDBGMT0010BAL-PESN) USB  | 3    | 15,000.00        |                                  |     |     |     |     |     | 1   |     | 1   |     | 1   |     |
| item#08                 | Fax Machine - Brother FAX-2840 compact laser fax machine with print and copy capabilities  | 2    | 21,000.00        |                                  |     |     |     | 1   |     |     |     | 1   |     |     |     |
| item#09                 | Keyboard USB   | 10   | 2,500.00         |                                  |     |     |     | 2   | 1   | 2   |     | 1   | 1   | 2   | 1   |
| item#10                 | Laptop - HP 14-D012AU (F7Q28PA) Black  | 1    | 20,000.00        |                                  |     |     |     |     |     | 1   |     |     |     |     |     |
|                         | SUBTOTAL   |      | ✓ 276,088.00     |                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:

M. Mabalay  
MERLITA M. MABALAY  
Administrative Officer

Submitted By:

J. Neil C. Garcia  
J. NEIL C. GARCIA, Ph.D.  
Director

# THE UNIVERSITY OF THE PHILIPPINES PRESS

E. de los Santos St., U.P. Campus, Diliman, Quezon City

## 2014 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: UNIVERSITY OF THE PHILIPPINES PRESS

| CODE    | GENERAL DESCRIPTION                              | QTY.  | ESTIMATED BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |       |     |     |     |     |     |
|---------|--|-------|------------------|----------------------------------|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|
|         |  |       |                  | Jan                              | Feb | Mar | Apr | May | Jun | Jul   | Aug | Sep | Oct | Nov | Dec |
|         | COMMON OFFICE EQUIPMENT                          |       |                  |                                  |     |     |     |     |     |       |     |     |     |     |     |
| item#11 | Metal Pushcarts - 2 layers small                 | 4     |                  | 6,000.00                         |     |     |     |     |     |       | 4   |     |     |     |     |
| item#12 | Mobile Pedestal - 3 drawer mobile cabinet        | 1     |                  | 2,500.00                         |     |     |     | 1   |     |       |     |     |     |     |     |
| item#13 | Mobile Phone - OS Android                        | 1     |                  | 8,000.00                         |     |     |     |     |     | 1     |     |     |     |     |     |
| item#14 | Monitor AOC 20"                                  | 3     |                  | 12,000.00                        |     |     |     |     |     | 1     |     | 1   |     |     | 1   |
| item#15 | Mouse USB  | 10    |                  | 1,150.00                         |     |     |     |     | 2   |       | 2   |     | 2   | 1   | 2   |
| item#16 | Office 2013                                      | 2     |                  | 18,000.00                        |     |     |     |     |     |       |     | 1   | 1   |     |     |
| item#17 | PA System - Fender Passport 300                  | 1     |                  | 50,000.00                        |     |     |     |     |     |       |     | 1   |     |     |     |
| item#18 | Printer - HP LaserJet Pro P1566 Printer (CE663A) | 2     |                  | 28,000.00                        |     |     |     |     |     |       |     | 1   | 1   |     |     |
| item#19 | Promotional eco/tote bags                        | 1,000 |                  | 60,000.00                        |     |     |     |     |     | 1,000 |     |     |     |     |     |
| item#20 | Scanner - Epson Perfection V600 Photo Scanner    | 1     |                  | 11,000.00                        |     |     |     |     | 1   |       |     |     |     |     |     |
| item#21 | Shopping Basket - Metal basket (1.3kgs)          | 5     |                  | 2,000.00                         |     |     |     | 5   |     |       |     |     |     |     |     |
| item#22 | Telephone Handsets - Panasonic KX-TS500MX        | 5     |                  | 5,000.00                         |     |     |     |     |     |       |     | 5   |     |     |     |
| item#23 | UPS  | 7     |                  | 14,700.00                        |     |     |     | 2   |     | 2     |     |     | 2   |     | 1   |
| item#24 | Utility Pushcart - heavy duty                    | 1     |                  | 10,000.00                        |     |     |     |     | 1   |       |     |     |     |     |     |
| item#25 | Windows 8  | 2     |                  | 14,000.00                        |     |     |     |     |     |       |     | 1   | 1   |     |     |
|         | SUBTOTAL   |       |                  | 242,350.00                       |     |     |     |     |     |       |     |     |     |     |     |

Prepared by: Merlita M. Mabalay  
MERLITA M. MABALAY  
Administrative Officer

Submitted By: J. Neil C. Garcia, Ph.D.  
J. NEIL C. GARCIA, Ph.D.  
Director

THE UNIVERSITY OF THE PHILIPPINES PRESS  
E. de los Santos St., U.P. Campus, Diliman, Quezon City

**2014 PROJECT PROCUREMENT MANAGEMENT PLAN**  
(PPMP)

END-USER/UNIT: **UNIVERSITY OF THE PHILIPPINES PRESS**

| CODE | GENERAL DESCRIPTION   | QTY. | ESTIMATED BUDGET    | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |     |     |     |     |
|------|---|------|---------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|      |   |      |                     | Jan                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|      | <b>SERVICES</b>   |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Catering service  | 4    | 150,000.00          |                                  | 1   | 1   |     |     | 1   |     |     |     | 1   |     |     |
|      | Freight   | 20   | 100,000.00          |                                  | 1   | 1   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   |
|      | Printing of books (new)   | 24   | 3,250,000.00        | 2                                | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   |
|      | Printing of books (reprints)  | 12   | 1,500,000.00        | 1                                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   |
|      |   |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>REPAIRS AND MAINTENANCE</b>  |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Building Maintenance</b>   |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Proposed Hallway Renovation   | 1    | 350,000.00          |                                  |     |     |     |     |     |     |     |     |     |     | 1   |
|      | Proposed Renovation of 2nd Flr. Toilets                                   | 1    | 550,000.00          |                                  |     |     |     |     |     | 1   |     |     |     |     |     |
|      | Proposed replacement of roofing, flashing and ridge roll                  | 1    | 1,000,000.00        |                                  |     |     |     |     | 1   |     |     | 1   |     |     |     |
|      | Fabrication and installation of steel door grills and trash bag container | 1    | 25,000.00           |                                  |     |     |     |     |     |     | 1   | 1   |     |     |     |
|      | <b>SUBTOTAL</b>   |      | <b>6,925,000.00</b> |                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: MERLITA M. MABALAY  
MERLITA M. MABALAY  
Administrative Officer IV

Submitted by: J. NEIL C. GARCIA, Ph.D.  
J. NEIL C. GARCIA, Ph.D.  
Director



THE UNIVERSITY OF THE PHILIPPINES PRESS  
E. de los Santos St., U.P. Campus, Diliman, Quezon City

**2014 PROJECT PROCUREMENT MANAGEMENT PLAN**  
(PPMP)

END-USER/UNIT: **UNIVERSITY OF THE PHILIPPINES PRESS**

| CODE               | GENERAL DESCRIPTION                     | QTY. | ESTIMATED BUDGET    | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |     |     |     |     |     |     |
|--------------------|---|------|---------------------|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                    |   |      |                     | Jan                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|                    | <b>REPAIRS AND MAINTENANCE</b>          |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|                    | <b>Office equipment:</b>                |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|                    | aircons                                 | 20   | 50,000.00           |                                  |     |     |     |     | 10  |     |     |     |     |     | 10  |
|                    | computers                               | 4    | 20,000.00           |                                  |     | 1   |     |     | 1   |     |     | 1   |     |     | 1   |
|                    | printers                                | 4    | 20,000.00           |                                  |     | 1   |     |     | 1   |     |     | 1   |     |     | 1   |
|                    | copier                                  | 4    | 10,000.00           |                                  |     | 1   |     |     | 1   |     |     | 1   |     |     | 1   |
|                    | pabx system                             | 2    | 20,000.00           |                                  |     |     |     |     | 1   |     |     |     |     |     | 1   |
|                    |   |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|                    | <b>Office furnitures &amp; fixtures</b> | 2    | 50,000.00           |                                  |     |     |     | 1   |     |     |     |     |     | 1   |     |
|                    |   |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|                    | <b>Vehicle (2 units)</b>                |      |                     |                                  |     |     |     |     |     |     |     |     |     |     |     |
|                    | (labor and materials)                   | 10   | 150,000.00          |                                  |     | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   |
|                    | tires                                   | 8    | 32,000.00           |                                  |     |     |     | 2   |     | 2   |     | 2   |     | 2   |     |
|                    | <b>SUBTOTAL</b>                         |      | <b>352,000.00</b>   |                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>GRAND TOTAL</b> |   |      | <b>7,795,438.00</b> |                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:

MERLITA M. MABALAY  
MERLITA M. MABALAY  
Administrative Officer IV

Submitted by:

J. NEIL C. GARCIA, Ph.D.  
J. NEIL C. GARCIA, Ph.D.  
Director

UP SYSTEM S.P.M.O.  
Diliman, Quezon City

RECEIVED

Ref. No. APR 28 2014

Date:                     

Time:                     

By:                     

**NAME OF DEPARTMENT/AGENCY/BUREAU**

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: UP PRESS**

| CODE    | GENERAL DESCRIPTION  | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |     |     |     |     |
|---------|----------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
|         |                      |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sep | Oct | Nov | Dec |
| Item#22 | HP#60 Tri-color      | 4 pieces          | 3,080.00            |                                  |     |     |     |     |     | 2    | 1   | 1   |     |     |     |
|         | HP#60 Black          | 3 pieces          | 1,905.00            |                                  |     |     |     |     |     | 1    | 1   | 1   |     |     |     |
| Item#23 | CE278A               | 4 pieces          | 12,400.00           |                                  |     |     |     | 2   | 1   | 1    |     |     |     |     |     |
|         | CE285A               | 4 pieces          | 11,200.00           |                                  |     |     |     | 2   | 1   | 1    |     |     |     |     |     |
| Item#24 | CE505A               | 4 pieces          | 15,200.00           |                                  |     |     |     | 2   | 1   | 1    |     |     |     |     |     |
|         | C7115A               | 4 pieces          | 12,400.00           |                                  |     |     |     | 2   | 1   | 1    |     |     |     |     |     |
| Item#25 | HP#703 Tri-color ink | 3 pieces          | 2,970.00            |                                  |     |     |     | 1   | 1   | 1    |     |     |     |     |     |
|         | HP#703 Black ink     | 3 pieces          | 2,970.00            |                                  |     |     |     | 1   | 1   | 1    |     |     |     |     |     |
| Item#26 | HP#56 Black ink      | 2 pieces          | 1,740.00            |                                  |     |     |     | 1   | 1   |      |     |     |     |     |     |
|         | HP#57 Tri-color ink  | 2 pieces          | 2,970.00            |                                  |     |     |     | 1   | 1   |      |     |     |     |     |     |
| Item#27 | HP#C6578DA Tri-color | 2 pieces          | 2,840.00            |                                  |     |     |     | 1   | 1   |      |     |     |     |     |     |
|         | HP#C6615DA Black     | 2 pieces          | 2,300.00            |                                  |     |     |     | 1   | 1   |      |     |     |     |     |     |
| Item#28 | HP #Q7551A           | 3 pieces          | 16,,650.00          |                                  |     |     |     | 1   | 1   | 1    |     |     |     |     |     |
|         | HP#92298A            | 1 piece           | 4,900.00            |                                  |     |     |     | 1   |     |      |     |     |     |     |     |
| Item#29 | HP685CYAN            | 3pieces           | 990.00              |                                  |     |     |     | 1   | 1   | 1    |     |     |     |     |     |
|         | HP685YELLOW          | 3pieces           | 990.00              |                                  |     |     |     | 1   | 1   | 1    |     |     |     |     |     |
|         | HP685BLACK           | 3pieces           | 990.00              |                                  |     |     |     | 1   | 1   | 1    |     |     |     |     |     |
|         | HP685MAGENTA         | 3pieces           | 990.00              |                                  |     |     |     | 1   | 1   | 1    |     |     |     |     |     |

**Total: 97,485.00**

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

OLIVIOUS B. ROMERO

Typesetter

Submitted By:

DR. J. NEIL C. GARCIA

Director, UP Press

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ENCODER  
AUG 05 2014

**NAME OF DEPARTMENT/AGENCY/BUREAU**

Address

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: UP PRESS**

| CODE    | GENERAL DESCRIPTION                           | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |     |     |     |     |
|---------|---|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
|         |   |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sep | Oct | Nov | Dec |
| Item#30 | Plastic, Clear 8"x 12"                        | 9 packs           | 1,890.00            |                                  |     |     |     | 2   | 2   | 2    | 2   | 1   |     |     |     |
|         | Plastic, Clear 7"x 10"                        | 5 packs           | 850.00              |                                  |     |     |     | 1   | 1   | 1    | 2   |     |     |     |     |
|         | Plastic, Clear 10"x14"                        | 8 pack            | 2,100.00            |                                  |     |     |     | 2   | 2   | 2    | 2   |     |     |     |     |
| Item#31 | Film, Fax                                     | 3 pieces          | 2,250.00            |                                  |     | 1   | 1   | 1   |     |      |     |     |     |     |     |
|         | Cartridge Copying Machine                     | 2 pieces          | 13,152.00           |                                  | 1   |     |     |     | 1   |      |     |     |     |     |     |
| Item#32 | Machine, Copying Parts:                       |                   |                     |                                  |     |     |     |     |     |      |     |     |     |     |     |
|         | Upper separator pawl                          | 2 pieces          | 684.00              |                                  | 1   |     |     |     |     | 1    |     |     |     |     |     |
|         | Lower separator pawl                          | 2 pieces          | 1,034.00            |                                  | 1   |     |     |     |     | 1    |     |     |     |     |     |
| Item#33 | DV blade                                      | 1 piece           | 342.00              |                                  | 1   |     |     |     |     |      |     |     |     |     |     |
|         | Services, Cleaning Air-con                    | 9 units           | 5,500.00            |                                  |     |     |     | 9   |     |      |     |     |     |     |     |
| Item#34 | Fire Extinguisher, pure HCFC 123              | 3 units           | 1,850.40            |                                  |     |     |     | 3   |     |      |     |     |     |     |     |
| Item#35 | Plastic Container for trash segregation       | 6 pieces          | 3,000.00            |                                  |     |     |     | 6   |     |      |     |     |     |     |     |
| Item#36 | Fabrication of steel Grills Gate              | 1 lot             | 5,000.00            |                                  |     |     |     | 1   |     |      |     |     |     |     |     |
| Item#37 | Fabrication of steel Garbage container holder | 1 lot             | 1,000.00            |                                  |     |     |     | 1   |     |      |     |     |     |     |     |
| total   |   |                   | 38,652.40           |                                  |     |     |     |     |     |      |     |     |     |     |     |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

OLIVIOUS B. ROMERO

Typesetter

Submitted By:

DR. J. NEIL C. GARCIA

Director, UP Press

Page 2

Pages 1, 2 total: 136,137.40

**ANNUAL PROCUREMENT PLAN FOR 2014**  
For Common-Use Supplies and Equipment

|   |                          |
|---|--------------------------|
| <b>UP SYSTEM S.P.M.O.</b><br>Diliman, Quezon City |                          |
| <b>RECEIVED</b>                                   |                          |
| Ref. No. <u>KI-0680</u>                           | Date: <u>APR 28 2014</u> |
| Time: <u>   </u>                                  | By: <u>   </u>           |

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **University of the Philippines Press**  
Region: National Capital Region  
Address: E. delos santos st. corner lakandula UP Campus  
Diliman, Quezon City

Contact Person: Olivius B. Romero  
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Telephone/Mobile Nos: 928-25-58

| Item & Specifications                         | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| COMMON ELECTRICAL SUPPLIES                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BALLAST, 18 watts                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.27                                     | -            |
| 2. BALLAST, 36 watts                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.54                                     | -            |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet  | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                     | -            |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                     | -            |
| 5. BATTERY, size D, alkaline, 2 pcs./packet   | packet          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 68.12                                     | -            |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 280.54                                    | -            |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W      | set             |                      | 2   |       | 2     |     | 2    |      | 2   |      | 2   |     |     | 10    | 368.94                                    | 3,689.40     |
| 8. FLUORESCENT LAMP, tubular, 18 watts        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.14                                     | -            |
| 9. FLUORESCENT LAMP, tubular, 36 watts        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.85                                     | -            |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts       | piece           |                      | 4   | 4     | 4     |     |      | 4    | 4   | 4    |     |     |     | 24    | 103.79                                    | 2,490.96     |
| 11. FUSE, 30 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.35                                     | -            |
| 12. FUSE, 60 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.48                                     | -            |
| 13. STARTER, 4-40 watts                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.73                                      | -            |
| 14. TAPE, electrical                          | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                     | -            |

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AUG 05 2014

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| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 40. INK CARTRIDGE, Epson TO38                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson TO39                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB connection type                 | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 197.60                                   | -            |
| 43. TONER CARTRIDGE, HP C3906A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE, HP C3903A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE, HP C4092A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE, HP C4096A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE, HP C7115A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 48. TONER CARTRIDGE, HP 92298A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE, HP C4127X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50. TONER CARTRIDGE, HP Q2613X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE, HP Q2612A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 52. TONER CARTRIDGE, HP Q5942A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| <b>COMMON OFFICE SUPPLIES</b>                           |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280mL/can                             | can             |                      | 4   | 4     | 4     |     |      | 4    | 4   | 4    |     |     |     | 24    | 92.56                                    | 2,221.44     |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          |                      | 8   | 8     | 8     |     |      | 8    | 8   | 8    |     |     |     | 48    | 37.70                                    | 1,809.60     |
| 4. AUDIO CASSETTE TAPE, 90min. recording time           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                    | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50  | -   |              |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44 | -   |              |
| 7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00 | -   |              |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20  | -   |              |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81  | -   |              |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.42   | -   |              |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60  | -   |              |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 15    | 43.68  | 655.20                                    |              |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      | 5   | 5     | 5     |     |      |      |     |      |     |     |     | 15    | 7.54   | 113.10                                    |              |
| 14 CLIP, backfold, 19mm, 12s/box                                     | box             |                      | 5   | 5     | 5     |     |      |      |     |      |     |     |     | 15    | 17.42  | 261.30                                    |              |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             |                      | 5   | 5     | 5     |     |      |      |     |      |     |     |     | 0     | 21.84  | -   |              |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -   |              |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76  | -   |              |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -   |              |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64  | -   |              |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 10    | 9.82   | 98.20                                     |              |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      | 3   | 3     | 4     |     |      |      |     |      |     |     |     | 0     | 64.47  | -   |              |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07  | -   |              |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 560.56 | -   |              |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 2     | 675.86 | 1,351.72                                  |              |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      | 1   |       |       |     | 1    |      |     |      |     |     |     | 2     | 159.78 | 319.56                                    |              |
| 26. ENVELOPE, mailing white, 500s/box                                | box             |                      | 1   |       |       |     | 1    |      |     |      |     |     |     | 0     | 207.58 | -   |              |
| 27. ENVELOPE, mailing white with window, 500s                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60 | -   |              |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81  | -   |              |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 526.24 | -   |              |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -   |              |
| 31. ERASER, blackboard/whiteboard                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 18    | 4.68   | 84.24                                     |              |
| 32. ERASER, rubber   | piece           |                      | 3   | 3     | 3     |     | 3    | 3    | 3   |      |     |     |     | 0     | 83.20  | -   |              |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64 | -   |              |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 4     | 413.92 | 1,655.68                                  |              |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            |                      | 1   | 1     |       |     | 1    | 1    |     |      |     |     |     | 4     | 253.76 | 1,015.04                                  |              |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            |                      | 1   | 1     |       |     | 1    | 1    |     |      |     |     |     | 0     | 301.60 | -   |              |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 312.00 | -   |              |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52 | -   |              |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 228.80 | -   |              |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.43  | -   |              |
| 41. GLUE, all purpose, 300 grams min.                                | jar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97  | -   |              |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45  | -   |              |
| 43. INDEX CARD,3"x 5",ruled both sides, 500s/pack                    | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84  | -   |              |
| 44. INDEX CARD, 5" x 8",ruled both side, 500s/pack                   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50  | -   |              |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68  | -   |              |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -   |              |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -   |              |
| 48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube                   | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54 | -   |              |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |        | -   |              |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                    | -            |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                    | -            |
| 52. MAP PIN, round head, 100s/box  | box             |                      | 1   | 1     | 1     |     |      | 1    | 1   | 1    |     |     |     | 6     | 36.40                                    | 218.40       |
| 53. MARKER, fluorescent, 3 colors/set                                    | set             |                      | 2   | 2     | 2     |     |      | 2    | 2   | 2    |     |     |     | 12    | 41.60                                    | 499.20       |
| 54. MARKING PEN, whiteboard, black                                       | piece           |                      | 2   | 2     | 2     |     |      | 2    | 2   | 2    |     |     |     | 12    | 15.08                                    | 180.96       |
| 55. MARKING PEN, whiteboard, blue  | piece           |                      | 2   | 2     | 2     |     |      | 2    | 2   | 2    |     |     |     | 12    | 15.08                                    | 180.96       |
| 56. MARKING PEN, whiteboard, red   | piece           |                      | 2   | 2     | 2     |     |      | 2    | 2   | 2    |     |     |     | 12    | 15.08                                    | 180.96       |
| 57. MARKER, permanent, black   | piece           |                      | 2   | 2     | 2     |     |      | 3    | 3   | 3    |     |     |     | 15    | 13.50                                    | 202.50       |
| 58. MARKER, permanent, blue  | piece           |                      | 2   | 2     | 2     |     |      | 3    | 3   | 3    |     |     |     | 15    | 13.50                                    | 202.50       |
| 59. MARKER, permanent, red   | piece           |                      | 2   | 2     | 2     |     |      | 2    | 2   | 2    |     |     |     | 12    | 13.50                                    | 162.00       |
| 60. MARKING PEN, for transparency  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24                                    | -            |
| 61. NOTE BOOK, stenographer's, 40 leaves                                 | piece           |                      | 5   |       |       |     |      | 5    |     |      |     |     |     | 10    | 7.49                                     | 74.90        |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 52.00                                    | -            |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 31.20                                    | -            |
| 66. OIL, for general purpose, 120 mL                                     | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.99                                    | -            |
| 67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm               | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 104.80                                   | -            |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      | 50  |       |       |     |      | 100  |     |      |     |     |     | 150   | 144.35                                   | 21,652.50    |
| 72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm             | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                    | -            |
| 74. PAPER, thermal, 210mm x 30M, 1/2" core                               | roll            |                      | 2   | 2     | 1     |     |      |      |     |      |     |     |     | 5     | 36.40                                    | 182.00       |
| 75. PAPER, thermal, 216mm x 30M, 1/2" core                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                    | -            |
| 76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm                          | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 139.32                                   | -            |
| 77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack                    | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 78. PAPER FASTENER, for paper, metal, 50 sets/box                        | box             |                      | 2   | 2     | 1     |     |      | 2    | 2   | 1    |     |     |     | 10    | 82.04                                    | 820.40       |
| 79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                          | box             |                      | 2   | 2     | 1     |     |      | 2    | 2   | 1    |     |     |     | 10    | 15.60                                    | 156.00       |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             |                      | 2   | 2     | 1     |     |      | 2    | 2   | 1    |     |     |     | 10    | 8.84                                     | 88.40        |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             |                      | 5   |       |       |     |      | 5    |     |      |     |     |     | 10    | 24.89                                    | 248.90       |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      | 1   | 1     | 1     |     |      |      |     |      |     |     |     | 3     | 30.00                                    | 90.00        |
| 84. RECORD BOOK, 300 pages, Smyth sewn                                   | book            |                      | 3   | 3     | 3     |     |      | 3    | 3   | 3    |     |     |     | 18    | 50.44                                    | 907.92       |
| 85. RECORD BOOK, 500 pages, Smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                    | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                     | -            |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                    | -            |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      | 1   |       |       |     |      |      |     |      |     |     |     | 1     | 132.68                                   | 132.68       |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |  |              |
| 94. RULER, plastic, 300mm                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.64   | -  |              |
| 95. RULER, plastic, 450mm                                     | piece           |                      | 2   | 2     | 1     |     |      |      |     |      |     |     |     | 5     | 36.40  | 182.00                                   |              |
| 96. SIGN PEN, black   | piece           |                      | 2   | 2     | 2     |     | 2    | 2    | 2   |      |     |     |     | 12    | 41.48  | 497.76                                   |              |
| 97. SIGN PEN, blue  | piece           |                      | 2   | 2     | 2     |     | 2    | 2    | 2   |      |     |     |     | 12    | 41.48  | 497.76                                   |              |
| 98. SIGN PEN, red   | piece           |                      | 2   | 2     | 2     |     | 2    | 2    | 2   |      |     |     |     | 12    | 41.48  | 497.76                                   |              |
| 99. STAMP PAD INK, violet, 50mL                               | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 27.04  | -  |              |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.96  | -  |              |
| 101. STAPLE WIRE, standard, #35                               | box             |                      | 2   | 2     | 1     |     |      |      |     |      |     |     |     | 5     | 25.98  | 129.90                                   |              |
| 102. TAPE, adding machine, GSP bond                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66  | -  |              |
| 103. TAPE, masking, 24mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.60  | -  |              |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.82  | -  |              |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      | 20  | 20    | 10    |     | 20   | 20   | 10  |      | 20  | 20  | 10  | 150   | 10.87  | 1,630.50                                 |              |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.38  | -  |              |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      | 20  | 20    | 10    |     | 20   | 20   | 10  |      | 20  | 20  | 10  | 150   | 19.24  | 2,886.00                                 |              |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl               | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76  | -  |              |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl            | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36  | -  |              |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      | 3   | 3     | 3     |     | 3    | 3    | 3   |      | 3   | 3   | 3   | 27    | 61.15  | 1,651.05                                 |              |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      | 5   | 5     | 5     |     | 5    | 5    | 5   |      |     |     |     | 30    | 57.20  | 1,716.00                                 |              |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40 | -  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |  |              |
| COMMON OFFICE DEVICES   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |  |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      | 2   | 2     | 2     |     |      | 2    | 2   | 2    |     |     |     | 12    | 10.40  | 124.80                                   |              |
| 2. CUTTER, heavy duty   | piece           |                      | 2   | 2     | 1     |     |      | 2    | 2   | 1    |     |     |     | 10    | 27.04  | 270.40                                   |              |
| 3. PUNCHER, heavy duty  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 114.40 | -  |              |
| 4. SCISSORS, (6")   | pair            |                      | 2   | 2     | 1     |     |      | 2    | 2   | 1    |     |     |     | 10    | 18.72  | 187.20                                   |              |
| 5. SHARPENER, single cutterhead                               | piece           |                      | 2   |       |       |     |      | 2    |     |      |     |     |     | 4     | 147.35 | 589.40                                   |              |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80 | -  |              |
| 7. STAPLER, heavy duty, standard                              | piece           |                      | 3   | 3     |       |     |      | 3    | 3   |      |     |     |     | 12    | 162.84 | 1,954.08                                 |              |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64  | -  |              |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 40.23  | -  |              |
| 10. WASTE BASKET, plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.99  | -  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |  |              |
| COMMON JANITORIAL SUPPLIES                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |  |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56  | -  |              |
| 2. BROOM, soft (tambo)  | piece           |                      | 2   | 2     | 1     |     |      | 2    | 2   | 1    |     |     |     | 10    | 119.60 | 1,196.00                                 |              |
| 3. BROOM, STICK (tingting)                                    | piece           |                      | 2   | 2     | 1     |     |      | 2    | 2   | 1    |     |     |     | 10    | 19.76  | 197.60                                   |              |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      | 5   |       |       |     |      | 5    |     |      |     |     |     | 10    | 17.32  | 173.20                                   |              |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      | 5   |       |       |     |      | 5    |     |      |     |     |     | 10    | 17.16  | 171.60                                   |              |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 23.92  | -  |              |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20 | -  |              |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 26.00  | -  |              |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80 | -  |              |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80 | -  |              |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50 | -  |              |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      | 1   |       | 1     |     |      | 1    |     | 1    |     |     |     | 4     | 112.32 | 449.28                                   |              |

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|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      |     |       |       |     | 1    | 1    | 1   |      | 1   | 1   | 1   | 0     | 116.48                                   | -            |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      | 1   | 1     | 1     |     | 1    | 1    | 1   |      | 2   | 2   | 2   | 9     | 83.20                                    | 748.80       |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      | 2   | 2     | 2     |     | 2    | 2    | 2   |      |     |     |     | 18    | 71.76                                    | 1,291.68     |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68                                    | -            |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96                                   | -            |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 62.40                                    | -            |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      | 2   | 2     | 1     |     |      | 2    | 2   | 2    |     |     |     | 11    | 33.28                                    | 366.08       |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      | 2   | 2     | 1     |     |      | 2    | 2   | 2    |     |     |     | 11    | 103.79                                   | 1,141.69     |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>LEGAL SIZE PAPER</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. PAPER, bond, Premium Grade  | ream            | 5                    | 5   | 5     |       | 5   | 5    | 5    |     | 10   | 5   | 5   |     | 50    | 119.22                                   | 5,961.00     |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52                                    | -            |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02                                   | -            |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33                                   | -            |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72                                   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE EQUIPMENT</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00                                 | -            |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92                                 | -            |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52                                 | -            |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12                                | -            |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52                                | -            |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon                 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80                                 | -            |
| 7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60                                   | -            |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 341.12                                   | -            |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08                                   | -            |
| 10. CHAIR, monobloc, without armrest, beige/white  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00                                | -            |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26                                 | -            |
| 13. ELECTRIC FAN, with stand   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40                                   | -            |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68                                   | -            |
| 15. INDUSTRIAL FAN, 18" metal blade  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84                                   | -            |
| 16. FACSIMILE TRANSCIVER, uses thermal paper   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20                                 | -            |



| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |

\*\*\*GRAND TOTAL: .....

69,782.16

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

76,760.38

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /

Certified Appropriate Funds Available:

Approved:

Olivius B. Romero  
Property/Supply Officer

Accountant /  
Local Budget Officer

DR. J. NEIL C. GARCIA  
Head of Office/Agency

Date Prepared: April 14, 2014

THE UNIVERSITY OF THE PHILIPPINES PRESS  
E. de los Santos St., U.P. Campus, Diliman, Quezon City

PROJECTED EXPENSES

ANNUAL PROCUREMENT PLAN 2014

76,760.38

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

|        |                    |              |                     |
|--------|--------------------|--------------|---------------------|
| Page 1 | Sub total          | 276,088.00   |                     |
| Page 2 | Sub total          | 242,350.00   |                     |
| Page 3 | Sub total          | 6,925,000.00 |                     |
| Page 4 | Sub total          | 352,000.00   |                     |
| Page 5 | Sub total          | 97,485.00    |                     |
| Page 6 | Sub total          | 38,652.40    | 7,931,575.40        |
|        | <b>Grand Total</b> |              | <b>8,008,335.78</b> |

Prepared by: *Merlita M. Mabalay*

**MERLITA M. MABALAY**  
Administrative Officer

Submitted By:

*J. Neil C. Garcia*  
**J. NEIL C. GARCIA, Ph.D.**  
Director

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: Evaluation of Candidate Genomic Variations as Pharmacogenetic Markers for Commonly Used Oral Hypoglycemic Agents among Filipinos

DM PROJ 1

PCC-HEALTH

| Code | General Description                     | Quantity | Unit         | Estimated Budget | Total Amount | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |     |       |       |     |      |      |     |      |     |     |     |
|------|---|----------|--------------|------------------|--------------|---|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
|      |   |          |              |                  |              | Jan                                     | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|      | Supplies and MaterialsOffice Supplies   |          |              |                  |              |   |     |       |       |     |      |      |     |      |     |     |     |
|      | paper, multicopy (A4, 80gsm)            | 10       | ream         | 200.00           | 2,000.00     |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | paper, specialty (short, green, 160gsm) | 12       | sheet (10's) | 35.00            | 420.00       |   |     |       |       |     | 2    |      | 2   | 2    | 2   | 2   | 2   |
|      | folder (short)                          | 250      | piece        | 5.00             | 1,250.00     |   |     |       |       | 50  | 50   |      | 50  | 50   | 50  | 30  | 30  |
|      | envelope, brown (short)                 | 5        | piece (25's) | 60.00            | 300.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | envelope, brown (long)                  | 5        | piece (25's) | 70.00            | 350.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | envelope, expandable, plastic           | 5        | piece        | 40.00            | 200.00       |   |     |       |       |     |      |      | 5   |      |     |     |     |
|      | book, logbook (500pgs)                  | 5        | piece        | 200.00           | 1,000.00     |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | clear book (long)                       | 2        | piece        | 65.00            | 130.00       |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | clear book (A4)                         | 2        | piece        | 55.00            | 110.00       |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | clear book, refill (long)               | 2        | piece (10's) | 35.00            | 70.00        |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | clip board                              | 6        | piece        | 40.00            | 240.00       |   |     |       |       | 2   |      |      | 2   | 2    |     |     |     |
|      | clear book, refill (A4)                 | 3        | piece (10's) | 30.00            | 90.00        |   |     |       |       | 1   |      |      | 2   |      |     |     |     |
|      | ballpen, black                          | 26       | piece        | 15.00            | 390.00       |   |     |       |       | 6   |      |      |     | 10   |     |     | 10  |
|      | pencil, mongol (12's)                   | 2        | box          | 70.00            | 140.00       |   |     |       |       |     |      |      |     | 1    |     |     | 1   |
|      | signpen, black                          | 1        | piece        | 70.00            | 70.00        |   |     |       |       |     |      |      | 1   |      |     |     |     |
|      | marker, permanent, black                | 10       | piece        | 35.00            | 350.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | marker, whiteboard, black               | 10       | piece        | 45.00            | 450.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | eraser, pencil                          | 20       | piece        | 10.00            | 200.00       |   |     |       |       | 6   |      |      |     | 5    |     | 5   | 4   |
|      | correction tape                         | 10       | piece        | 30.00            | 300.00       |   |     |       |       |     |      |      | 5   |      |     |     | 5   |
|      | sharpener, desk, pencil                 | 2        | piece        | 250.00           | 500.00       |   |     |       |       |     |      |      | 1   |      |     |     | 1   |
|      | scissors                                | 3        | piece        | 50.00            | 150.00       |   |     |       |       | 1   | 1    |      |     |      | 1   |     |     |
|      | cutter                                  | 2        | piece        | 25.00            | 50.00        |   |     |       |       |     |      |      |     |      |     |     |     |
|      | cutter (blade)                          | 1        | piece        | 15.00            | 15.00        |   |     |       |       |     |      |      |     |      |     |     |     |
|      | ruler                                   | 2        | piece        | 20.00            | 40.00        |   |     |       |       | 1   |      |      |     | 1    |     |     |     |
|      | rubberband (small)                      | 5        | box          | 25.00            | 125.00       |   |     |       |       |     | 1    |      | 1   | 1    | 1   | 1   |     |
|      | stapler (heavy duty)                    | 2        | piece        | 150.00           | 300.00       |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | stapler (small)                         | 6        | piece        | 40.00            | 240.00       |   |     |       |       | 6   |      |      |     | 1    |     | 1   |     |
|      | staple wire (no.35)                     | 2        | box          | 35.00            | 70.00        |   |     |       |       |     |      |      |     |      |     |     |     |
|      | staple wire (no.10)                     | 10       | box          | 15.00            | 150.00       |   |     |       |       | 1   |      |      | 1   | 2    | 2   | 2   | 2   |
|      | clip, paper (big)                       | 10       | box          | 20.00            | 200.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | clip, paper (small)                     | 10       | box          | 15.00            | 150.00       |   |     |       |       |     | 3    |      | 2   | 2    | 2   |     | 1   |
|      | clip, backfold (1")                     | 7        | box          | 20.00            | 140.00       |   |     |       |       | 2   |      |      | 1   | 1    | 1   | 1   | 1   |
|      | clip, backfold (2")                     | 5        | box          | 40.00            | 200.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | puncher                                 | 0        | piece        | 300.00           | -            |   |     |       |       |     |      |      |     |      |     |     |     |
|      | fastener, plastic                       | 5        | box          | 40.00            | 200.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | glue, all purpose                       | 5        | piece        | 30.00            | 150.00       |   |     |       |       | 1   |      |      | 1   | 1    |     | 1   | 1   |
|      | tape, double adhesive                   | 2        | roll         | 50.00            | 100.00       |   |     |       |       |     |      |      |     | 1    |     | 1   |     |
|      | tape, packaging (2")                    | 2        | roll         | 40.00            | 80.00        |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | tape, transparent (1")                  | 5        | roll         | 14.00            | 70.00        |   |     |       |       |     |      |      | 1   | 1    |     |     |     |
|      | tape measure                            | 6        | piece        | 15.00            | 90.00        |   |     |       |       | 4   |      |      | 1   | 1    |     |     |     |
|      | tape, transparent (2")                  | 5        | roll         | 24.00            | 120.00       |   |     |       |       | 2   |      |      | 1   |      | 1   |     | 1   |
|      | toner, Samsung                          | 1        | piece        | 5,000.00         | 5,000.00     |   |     |       |       |     |      |      |     | 1    |     |     |     |
|      | calculator                              | 0        | piece        | 270.00           | -            |   |     |       |       |     |      |      |     |      |     |     |     |
|      | alcohol, 70% 500 ml                     | 10       | bottle       | 65.00            | 650.00       |   |     |       |       |     | 1    |      | 1   | 2    | 2   | 2   | 2   |

ENCODED BY:

EX-MA

AUG 12 2014

|   |     |             |            |            |  |  |  |  |   |     |   |    |    |    |    |     |
|---|-----|-------------|------------|------------|--|--|--|--|---|-----|---|----|----|----|----|-----|
| tissue paper roll   | 6   | roll (12's) | 85.00      | 510.00     |  |  |  |  |   | 1   |   | 1  | 1  | 1  | 1  | 1   |
| trashbag, plastic, black  | 5   | pack        | 60.00      | 300.00     |  |  |  |  |   |     |   | 1  | 1  | 1  | 1  | 1   |
| spare blade   | 2   | piece       | 30.00      | 60.00      |  |  |  |  |   | 2   |   |    |    |    |    |     |
| notepad tab   | 2   | piece       | 30.00      | 60.00      |  |  |  |  |   | 2   |   |    |    |    |    |     |
| time card   | 200 | piece       | 2.00       | 400.00     |  |  |  |  |   | 100 |   |    |    |    |    | 100 |
| Traveling Expenses  |     |             |            |            |  |  |  |  |   |     |   |    |    |    |    |     |
| traveling allowance for patients  | 165 | patient     | 200.00     | 33,000.00  |  |  |  |  |   |     |   | 33 | 33 | 33 | 33 | 33  |
| Representation Expenses   |     |             |            |            |  |  |  |  |   |     |   |    |    |    |    |     |
| food allowance for patients   | 165 | patient     | 300.00     | 49,500.00  |  |  |  |  |   |     |   | 33 | 33 | 33 | 33 | 33  |
| Communication Expenses  |     |             |            |            |  |  |  |  |   |     |   |    |    |    |    |     |
| call cards  | 51  | card        | 500.00     | 25,500.00  |  |  |  |  | 6 | 4   | 2 | 8  | 8  | 8  | 8  | 7   |
| Printing and Binding Expenses   |     |             |            |            |  |  |  |  |   |     |   |    |    |    |    |     |
| photocopy   | 5   | set         | 7,500.00   | 37,500.00  |  |  |  |  |   |     |   | 1  | 1  | 1  | 1  | 1   |
| Trainings and Human Resource Development  |     |             |            |            |  |  |  |  |   |     |   |    |    |    |    |     |
| GCP training  | 1   | person      | 6,500.00   | 6,500.00   |  |  |  |  |   |     |   | 1  |    |    |    |     |
| Phlebotomy training   | 1   | person      | 5,000.00   | 5,000.00   |  |  |  |  |   |     |   |    | 1  |    |    |     |
| Equipment   |     |             |            |            |  |  |  |  |   |     |   |    |    |    |    |     |
| Desktop installed with analytical software for microarray data analysis and manuscript preaparaton (e.g. Partek, Agilent, Genologics, etc.) | 1   | lot         | 870,000.00 | 870,000.00 |  |  |  |  |   |     |   |    |    | 1  |    |     |

✓ 1,145,000.00

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

**Submitted By:**

**Maria Jaymie Jarin**  
Research Assistant

**Dr. Eva Maria Cutiongco - de la Paz**  
Project Leader

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: Correlation of Candidate Genomic Variations for Susceptibility and Risk Assessment of Type 2 Diabetes Mellitus and its Related Medical Conditions

PM PROJ 2  
PGC-HEALTH

| Code | General Description                     | Quantity | Unit         | Estimated Budget | Total Amount | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |     |       |       |     |      |      |     |      |     |     |     |
|------|---|----------|--------------|------------------|--------------|---|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
|      |   |          |              |                  |              | Jan                                     | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|      | Office Supplies                         |          |              |                  |              |   |     |       |       |     |      |      |     |      |     |     |     |
|      | paper, multicopy (A4, 80gsm)            | 20       | ream         | 200.00           | 4,000.00     |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | paper, specialty (short, green, 160gsm) | 20       | sheet (10's) | 35.00            | 700.00       |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | folder (short)                          | 300      | piece        | 5.00             | 1,500.00     |   |     |       |       |     |      |      | 60  | 60   | 60  | 60  | 60  |
|      | envelope, brown (short)                 | 10       | piece (25's) | 60.00            | 600.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | envelope, brown (long)                  | 10       | piece (25's) | 70.00            | 700.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | envelope, expandable, plastic           | 10       | piece        | 40.00            | 400.00       |   |     |       |       |     |      |      | 5   |      |     |     | 5   |
|      | book, logbook (500pgs)                  | 2        | piece        | 200.00           | 400.00       |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | clear book (long)                       | 4        | piece        | 65.00            | 260.00       |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | clear book (A4)                         | 4        | piece        | 55.00            | 220.00       |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | clear book, refill (long)               | 4        | piece (10's) | 35.00            | 140.00       |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | clear book, refill (A4)                 | 4        | piece (10's) | 30.00            | 120.00       |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | in and out tray (3 layers)              | 3        | piece        | 300.00           | 900.00       |   |     |       |       |     |      |      |     |      | 3   |     |     |
|      | ballpen, black                          | 40       | piece        | 15.00            | 600.00       |   |     |       |       |     |      |      | 10  | 10   |     | 10  | 10  |
|      | pencil, mongol (12's)                   | 4        | box          | 70.00            | 280.00       |   |     |       |       |     |      |      | 1   | 1    | 1   |     | 1   |
|      | signpen, black                          | 2        | piece        | 70.00            | 140.00       |   |     |       |       |     |      |      | 1   |      | 1   |     |     |
|      | marker, permanent, black                | 20       | piece        | 35.00            | 700.00       |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | marker, whiteboard, black               | 20       | piece        | 45.00            | 900.00       |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | eraser, pencil                          | 5        | piece        | 10.00            | 50.00        |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | correction tape                         | 5        | piece        | 30.00            | 150.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | sharpener, desk, pencil                 | 2        | piece        | 250.00           | 500.00       |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | scissors                                | 3        | piece        | 50.00            | 150.00       |   |     |       |       |     |      |      | 3   |      |     |     |     |
|      | cutter                                  | 2        | piece        | 25.00            | 50.00        |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | cutter (blade)                          | 1        | piece        | 15.00            | 15.00        |   |     |       |       |     |      |      | 1   |      |     |     |     |
|      | rubberband (small)                      | 2        | box          | 25.00            | 50.00        |   |     |       |       |     |      |      | 1   |      |     | 1   |     |
|      | stapler (heavy duty)                    | 2        | piece        | 150.00           | 300.00       |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | stapler (small)                         | 5        | piece        | 40.00            | 200.00       |   |     |       |       |     |      |      | 5   |      |     |     |     |
|      | staple wire (no.35)                     | 5        | box          | 35.00            | 175.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | staple wire (no.10)                     | 20       | box          | 15.00            | 300.00       |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | clip, paper (big)                       | 20       | box          | 20.00            | 400.00       |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | clip, paper (small)                     | 20       | box          | 15.00            | 300.00       |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | clip, backfold (1")                     | 10       | box          | 20.00            | 200.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | clip, backfold (2")                     | 10       | box          | 40.00            | 400.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | puncher                                 | 1        | piece        | 300.00           | 300.00       |   |     |       |       |     |      |      | 1   |      |     |     |     |
|      | fastener, plastic                       | 10       | box          | 40.00            | 400.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | glue, all purpose                       | 5        | piece        | 30.00            | 150.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | tape, double adhesive                   | 5        | roll         | 50.00            | 250.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | tape, packaging (2")                    | 5        | roll         | 40.00            | 200.00       |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | tape, transparent (1")                  | 10       | roll         | 14.00            | 140.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | tape, transparent (2")                  | 10       | roll         | 24.00            | 240.00       |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | toner, Samsung                          | 2        | piece        | 5,000.00         | 10,000.00    |   |     |       |       |     |      |      | 1   | 1    |     |     |     |
|      | calculator                              | 2        | piece        | 270.00           | 540.00       |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | alcohol, 70% 500 ml                     | 20       | bottle       | 65.00            | 1,300.00     |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |



|                                    |     |             |           |            |  |  |   |   |   |   |   |    |    |    |    |    |
|------------------------------------|-----|-------------|-----------|------------|--|--|---|---|---|---|---|----|----|----|----|----|
| tissue paper roll                  | 10  | roll (12's) | 85.00     | 850.00     |  |  |   |   |   |   |   | 2  | 2  | 2  | 2  | 2  |
| liquid soap                        | 5   | bottle      | 100.00    | 500.00     |  |  |   |   |   |   |   | 1  | 1  | 1  | 1  | 1  |
| trashbag, plastic, black           | 10  | pack        | 60.00     | 600.00     |  |  |   |   |   |   |   | 2  | 2  | 2  | 2  | 2  |
| Transportation                     |     |             |           |            |  |  |   |   |   |   |   |    |    |    |    |    |
| traveling allowance for patients   | 355 | patient     | 200.00    | 71,000.00  |  |  |   |   |   |   |   | 71 | 71 | 71 | 71 | 71 |
| Representation Expenses            |     |             |           |            |  |  |   |   |   |   |   |    |    |    |    |    |
| Representation Expenses (patients) | 355 | patient     | 300.00    | 106,500.00 |  |  |   |   |   |   |   | 71 | 71 | 71 | 71 | 71 |
| Meeting and Conferences            | 12  | meeting     | 5,000.00  | 60,000.00  |  |  | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  |
| Communication Expenses             | 50  | card        | 500.00    | 25,000.00  |  |  |   |   |   |   |   | 10 | 10 | 10 | 10 | 10 |
| Training                           |     |             |           |            |  |  |   |   |   |   |   |    |    |    |    |    |
| Phlebotomy training                | 2   | person      | 5,000.00  | 10,000.00  |  |  |   |   |   |   |   |    | 1  | 1  |    |    |
| GCP training                       | 1   | person      | 6,500.00  | 6,500.00   |  |  |   |   |   |   |   | 1  |    |    |    |    |
| Equipment                          |     |             |           |            |  |  |   |   |   |   |   |    |    |    |    |    |
| Laptop                             | 1   | piece       | 80,000.00 | 80,000.00  |  |  |   |   |   |   |   |    |    | 1  |    |    |

- 395, 405

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

**Submitted By:**

**Maria Jaymie Jarin**  
Research Assistant

**Dr. Elizabeth Paz - Pacheco**  
Project Leader

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT : Transcriptional Profiling and Pathway Analyses for Complication of Type-2 Diabetes Mellitus

DM Proj 3

PGC - HEALTH

| Code | General Description                     | Quantity | Unit         | Estimated Budget<br>Unit Price | Total<br>Amount | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |     |       |       |     |      |      |     |      |     |     |     |
|------|---|----------|--------------|--------------------------------|-----------------|---|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
|      |   |          |              |                                |                 | Jan                                     | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|      | Office Supplies                         |          |              |                                |                 |   |     |       |       |     |      |      |     |      |     |     |     |
|      | paper, multicopy (A4, 80gsm)            | 20       | ream         | 200.00                         | 4,000.00        |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | paper, specialty (short, green, 160gsm) | 20       | sheet (10's) | 35.00                          | 700.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | folder (short)                          | 300      | piece        | 5.00                           | 1,500.00        |   |     |       |       |     |      |      | 60  | 60   | 60  | 60  | 60  |
|      | envelope, brown (short)                 | 10       | piece (25's) | 60.00                          | 600.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | envelope, brown (long)                  | 10       | piece (25's) | 70.00                          | 700.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | envelope, expandable, plastic           | 10       | piece        | 40.00                          | 400.00          |   |     |       |       |     |      |      | 5   |      | 5   |     |     |
|      | book, logbook (500pgs)                  | 2        | piece        | 200.00                         | 400.00          |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | book, logbook (150pgs)                  | 4        | piece        | 150.00                         | 600.00          |   |     |       |       |     |      |      | 4   |      |     |     |     |
|      | clear book (long)                       | 4        | piece        | 65.00                          | 260.00          |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | clear book (A4)                         | 4        | piece        | 55.00                          | 220.00          |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | clear book, refill (long)               | 4        | piece (10's) | 35.00                          | 140.00          |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | clear book, refill (A4)                 | 4        | piece (10's) | 30.00                          | 120.00          |   |     |       |       |     |      |      | 2   |      | 2   |     |     |
|      | in and out tray (3 layers)              | 3        | piece        | 300.00                         | 900.00          |   |     |       |       |     |      |      | 3   |      |     |     |     |
|      | data file box with closed end (long)    | 30       | piece        | 115.00                         | 3,450.00        |   |     |       |       |     |      |      | 6   | 6    | 6   | 6   | 6   |
|      | data file box with closed end (short)   | 20       | piece        | 100.00                         | 2,000.00        |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | ballpen, black                          | 60       | piece        | 15.00                          | 900.00          |   |     |       |       |     |      |      | 12  | 12   | 12  | 12  | 12  |
|      | pencil, mongol (12's)                   | 10       | box          | 70.00                          | 700.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | signpen, black                          | 10       | piece        | 70.00                          | 700.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | marker, permanent, black                | 20       | piece        | 35.00                          | 700.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | marker, whiteboard, black               | 20       | piece        | 45.00                          | 900.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | eraser, pencil                          | 20       | piece        | 10.00                          | 200.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | correction tape                         | 20       | piece        | 30.00                          | 600.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | sharpener, desk, pencil                 | 2        | piece        | 250.00                         | 500.00          |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | scissors                                | 4        | piece        | 50.00                          | 200.00          |   |     |       |       |     |      |      | 3   |      |     |     |     |
|      | cutter                                  | 3        | piece        | 25.00                          | 75.00           |   |     |       |       |     |      |      | 3   |      |     |     |     |
|      | cutter (blade)                          | 2        | piece        | 15.00                          | 30.00           |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | rubberband (small)                      | 10       | box          | 25.00                          | 250.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | stapler (heavy duty)                    | 2        | piece        | 150.00                         | 300.00          |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | stapler (small)                         | 5        | piece        | 40.00                          | 200.00          |   |     |       |       |     |      |      | 5   |      |     |     |     |
|      | staple wire (no.35)                     | 5        | box          | 35.00                          | 175.00          |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | staple wire (no.10)                     | 20       | box          | 15.00                          | 300.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | clip, paper (big)                       | 20       | box          | 20.00                          | 400.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | clip, paper (small)                     | 30       | box          | 15.00                          | 450.00          |   |     |       |       |     |      |      | 6   | 6    | 6   | 6   | 6   |
|      | clip, backfold (1")                     | 20       | box          | 20.00                          | 400.00          |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | clip, backfold (2")                     | 10       | box          | 40.00                          | 400.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | puncher                                 | 2        | piece        | 300.00                         | 600.00          |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | fastener, plastic                       | 10       | box          | 40.00                          | 400.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | glue, all purpose                       | 10       | piece        | 30.00                          | 300.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | tape, double adhesive                   | 5        | roll         | 50.00                          | 250.00          |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | tape, packaging (2")                    | 5        | roll         | 40.00                          | 200.00          |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | tape, transparent (1")                  | 10       | roll         | 14.00                          | 140.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | tape, transparent (2")                  | 10       | roll         | 24.00                          | 240.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | toner, Samsung                          | 2        | piece        | 5,000.00                       | 10,000.00       |   |     |       |       |     |      |      | 1   | 1    |     |     |     |
|      | calculator                              | 2        | piece        | 270.00                         | 540.00          |   |     |       |       |     |      |      | 2   |      |     |     |     |
|      | liquid soap                             | 5        | bottle       | 100.00                         | 500.00          |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | alcohol, 70% 500 ml                     | 20       | bottle       | 65.00                          | 1,300.00        |   |     |       |       |     |      |      | 4   | 4    | 4   | 4   | 4   |
|      | tissue paper roll                       | 10       | roll (12's)  | 85.00                          | 850.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | trashbag, plastic, black                | 10       | pack         | 60.00                          | 600.00          |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | Traveling Expenses                      |          |              |                                |                 |   |     |       |       |     |      |      |     |      |     |     |     |
|      | traveling allowance for patients        | 85       | patient      | 200.00                         | 17,000.00       |   |     |       |       |     |      |      | 17  | 17   | 17  | 17  | 17  |
|      | Representation Expenses                 |          |              |                                |                 |   |     |       |       |     |      |      |     |      |     |     |     |
|      | food allowance for patients             | 85       | patient      | 300.00                         | 25,500.00       |   |     |       |       |     |      |      | 17  | 17   | 17  | 17  | 17  |

|  |                          |    |        |              |              |  |  |  |  |  |  |   |   |   |   |   |   |   |
|--|--------------------------|----|--------|--------------|--------------|--|--|--|--|--|--|---|---|---|---|---|---|---|
|  | Communication Expenses   |    |        |              |              |  |  |  |  |  |  |   |   |   |   |   |   |   |
|  | call cards               | 24 | card   | 500.00       | 12,000.00    |  |  |  |  |  |  | 2 | 5 | 5 | 4 | 4 | 4 |   |
|  | Training                 |    |        |              |              |  |  |  |  |  |  |   |   |   |   |   |   |   |
|  | Phlebotomy training      | 1  | person | 5,000.00     | 5,000.00     |  |  |  |  |  |  |   |   |   | 1 |   |   |   |
|  | GCP training             | 1  | person | 6,500.00     | 6,500.00     |  |  |  |  |  |  |   | 1 |   |   |   |   |   |
|  | Laboratory Supplies      |    |        |              | 0.00         |  |  |  |  |  |  |   |   |   |   |   |   |   |
|  | cDNA Sysnthesis Kit      | 11 | kits   | 8500         | 93,500.00    |  |  |  |  |  |  |   |   |   |   |   |   |   |
|  | Rt PCR Kit               | 4  | kits   | 40000        | 160,000.00   |  |  |  |  |  |  |   |   |   |   |   |   |   |
|  | RT PCR Primers           | 60 | sets   | 2000         | 120,000.00   |  |  |  |  |  |  |   |   |   |   |   |   |   |
|  | Equipment                |    |        |              |              |  |  |  |  |  |  |   |   |   |   |   |   |   |
|  | Agilent Tapestation      | 1  | lot    | 3,780,000.00 | 3,780,000.00 |  |  |  |  |  |  |   |   |   |   |   |   | 1 |
|  | Steel cabinet with racks | 6  | piece  | 70,000.00    | 70,000.00    |  |  |  |  |  |  |   |   |   |   |   |   | 3 |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

4,807,000

**Maria Jaymie Jarin**  
Research Assistant

**Dr. Jose B. Nevado Jr.**  
Project Leader

CVD - PREVALENCE

PGC - HEALTH

**Institute of Human Genetics/National Institutes of Health/Philippine Genome Center**

625 Pedro Gil St. Ermita Manila

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT : The Prevalence of Genetic Polymorphisms Associated with the Risk for the Development of Hypertension, Dyslipidemia, And Coronary Artery Disease among Filipinos

| Code | General Description                        | Quantity | Unit                  | Estimated Budget<br>Unit Price | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |     |       |       |     |      |      |     |      |     |     |     |
|------|--|----------|-----------------------|--------------------------------|---|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
|      |  |          |                       |                                | Jan                                     | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|      | Office Supplies                            |          |                       |                                |   |     |       |       |     |      |      |     |      |     |     |     |
|      | Adhesive Notepad                           | 17       | Packs ( Whole)        | PHP 800.00                     |   | 2   | 4     |       |     | 1    |      | 2   | 2    | 2   | 2   | 2   |
|      | Adhesive Notepad                           | 6        | packs (Inch size)     | PHP 500.00                     |   |     |       |       |     | 1    |      | 1   | 1    | 1   | 1   | 1   |
|      | Tape Flag                                  | 10       | packs                 | PHP 600.00                     | 2                                       |     | 2     |       |     | 1    |      | 1   | 1    | 1   | 1   | 1   |
|      | White Folder                               | 788      | pieces                | PHP 5,625.00                   | 12                                      | 10  |       |       |     | 141  |      | 125 | 125  | 125 | 125 | 125 |
|      | Bond Paper                                 | 6        | reams (A4)            | PHP 2,400.00                   |   |     |       |       |     | 1    |      | 1   | 1    | 1   | 1   | 1   |
|      | Record book                                | 5        | pieces (medium)       | PHP 400.00                     | 3                                       |     |       |       |     |      |      | 0   | 1    | 0   | 1   | 0   |
|      | Envelope                                   | 2        | box (long white)      | PHP 500.00                     | 1                                       |     |       |       |     |      |      | 1   | 0    | 0   | 0   | 0   |
|      | Plastic Envelope                           | 12       | pieces (long clear ex | PHP 400.00                     | 1                                       |     | 5     |       |     |      |      | 6   | 0    | 0   | 0   | 0   |
|      | Time Card                                  | 3        | packs                 | PHP 500.00                     |   |     | 1     |       |     |      |      | 2   | 0    | 0   | 0   | 0   |
|      | Stapler                                    | 2        | pieces                | PHP 70.00                      |   |     |       |       |     | 1    |      | 1   | 0    | 0   | 0   | 0   |
|      | Stapler                                    | 1        | pc (big)              | PHP 150.00                     |   |     |       |       |     |      |      | 1   | 0    | 0   | 0   | 0   |
|      | Staple wire                                | 7        | box No.10             | PHP 300.00                     |   | 2   |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | Staple wire                                | 5        | box No. 35            | PHP 500.00                     |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | Fastener                                   | 6        | packs                 | PHP 500.00                     |   |     |       |       |     | 1    |      | 1   | 1    | 1   | 1   | 1   |
|      | Clip paper                                 | 7        | boxes, jumbo          | PHP 450.00                     |   |     | 1     |       |     | 1    |      | 1   | 1    | 1   | 1   | 1   |
|      | Glue                                       | 3        | pieces (130 grams)    | PHP 250.00                     | 2                                       |     |       |       |     |      |      | 0   | 1    | 0   | 0   | 0   |
|      | Scotch tape                                | 6        | pieces (medium)       | PHP 500.00                     |   |     | 1     |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | Trash bag (Black)                          | 3        | packs (Large)         | PHP 700.00                     |   |     |       |       |     | 1    |      | 0   | 1    | 0   | 1   | 0   |
|      | Trash bag (Yellow)                         | 5        | packs (Large)         | PHP 1,000.00                   | 1                                       |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | Dishwashing Liquid                         | 2        | bottles (500ml)       | PHP 400.00                     |   |     |       |       |     |      |      | 0   | 1    | 0   | 1   | 0   |
|      | Interfolded Paper Towels, 1 ply            | 5        | packs (175 pulls)     | PHP 500.00                     |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | 70% ethyl alcohol                          | 2        | bottles (500ml)       | PHP 400.00                     |   |     |       |       |     |      |      | 0   | 1    | 0   | 1   | 0   |
|      | Pencil                                     | 11       | boxes                 | PHP 825.00                     | 2                                       | 2   | 1     |       |     | 1    |      | 1   | 1    | 1   | 1   | 1   |
|      | Rubber eraser                              | 31       | pieces                | PHP 400.00                     |   | 1   |       |       |     |      |      | 6   | 6    | 6   | 6   | 6   |
|      | White board marker                         | 5        | pieces                | PHP 500.00                     |   |     |       |       |     | 1    |      | 2   | 0    | 0   | 2   | 0   |
|      | Sign pen                                   | 11       | box                   | PHP 500.00                     |   |     | 8     |       |     | 2    |      | 1   | 0    | 0   | 0   | 0   |
|      | Ballpen                                    | 14       | box (Black)           | PHP 700.00                     |   | 3   |       |       |     | 6    |      | 1   | 1    | 1   | 1   | 1   |
|      | Ballpen                                    | 19       | pieces (Blue)         | PHP 400.00                     |   |     | 9     |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | Highlighter (Yellow)                       | 4        | pieces                | PHP 250.00                     | 2                                       |     |       |       |     |      |      | 0   | 1    | 0   | 1   | 0   |
|      | Highlighter (Orange)                       | 2        | pieces                | PHP 250.00                     |   |     |       |       |     |      |      | 0   | 1    | 0   | 1   | 0   |
|      | Marker, pointed, felt-tipped               | 10       | pieces                | PHP 700.00                     |   |     |       |       |     |      |      | 2   | 2    | 2   | 2   | 2   |
|      | Printer Ink Cartridge                      | 2        | packs (black)         | PHP 1,800.00                   |   |     |       |       |     |      |      | 0   | 1    | 0   | 1   | 0   |
|      | Stamp Ink (digital stamp pad)              | 1        | bottles               | PHP 700.00                     |   |     |       |       |     |      |      | 0   | 0    | 1   | 0   | 0   |
|      | Printer Ink Cartridge, for HP Deskjet 2515 | 5        | packs (black)         | PHP 4,700.00                   |   |     |       |       |     |      |      | 1   | 1    | 1   | 1   | 1   |
|      | USB Flash Drive, 16 gb                     | 6        | pieces                | PHP 3,000.00                   |   |     |       |       |     |      |      | 6   | 0    | 0   | 0   | 0   |

|                                  |     |          |                |    |   |    |    |    |    |    |    |    |    |    |    |    |
|----------------------------------|-----|----------|----------------|----|---|----|----|----|----|----|----|----|----|----|----|----|
| External Hard Drive, 500 gb      | 1   | piece    | PHP 3,000.00   |    |   |    |    |    |    |    |    | 0  | 1  | 0  | 0  | 0  |
| Electric Fan/Cooler              | 3   | units    | PHP 14,000.00  |    |   |    |    |    |    |    |    | 0  | 0  | 3  | 0  | 0  |
| Portable Wand Scanner            | 3   | units    | PHP 5,000.00   |    |   |    |    |    |    |    |    | 0  | 3  | 0  | 0  | 0  |
| Calendar                         | 1   | Piece    | PHP 200.00     | 1  |   |    |    |    |    |    |    |    |    |    |    |    |
| Rubber Band                      | 1   | pack     | PHP 50.00      | 1  |   |    |    |    |    |    |    |    |    |    |    |    |
| Calculator                       | 1   | piece    | PHP 200.00     | 1  |   |    |    |    |    |    |    |    |    |    |    |    |
| Card Holder                      | 2   | piece    | PHP 200.00     | 1  |   | 1  |    |    |    |    |    |    |    |    |    |    |
| Sticker Paper                    | 1   | piece    | PHP 150.00     | 1  |   |    |    |    |    |    |    |    |    |    |    |    |
| Sharpener (Small)                | 1   | piece    | PHP 20.00      |    | 1 |    |    |    |    |    |    |    |    |    |    |    |
| Sharpener (Big)                  | 1   | piece    | PHP 20.00      |    |   |    |    |    | 1  |    |    |    |    |    |    |    |
| Scissors                         | 2   | piece    | PHP 20.00      |    | 2 |    |    |    |    |    |    |    |    |    |    |    |
| Whiteboard                       | 1   | piece    | PHP 300.00     |    |   | 1  |    |    |    |    |    |    |    |    |    |    |
| Magnet button                    | 2   | pack     | PHP 50.00      |    |   | 2  |    |    |    |    |    |    |    |    |    |    |
| Desk tray                        | 2   | box      | PHP 400.00     |    |   | 2  |    |    |    |    |    |    |    |    |    |    |
| Notebook                         | 2   | piece    | PHP 50.00      |    |   | 1  |    |    | 1  |    |    |    |    |    |    |    |
| Cable ties                       | 1   | Piece    | PHP 100.00     |    | 1 |    |    |    |    |    |    |    |    |    |    |    |
| Glue stick                       | 2   | Piece    | PHP 50.00      |    |   | 2  |    |    |    |    |    |    |    |    |    |    |
| Illustration board               | 1   | Piece    | PHP 150.00     |    |   | 1  |    |    |    |    |    |    |    |    |    |    |
| Tape dispenser                   | 1   | Piece    | PHP 200.00     |    |   | 1  |    |    |    |    |    |    |    |    |    |    |
| Laminating sheet                 | 1   | Piece    | PHP 200.00     |    |   | 1  |    |    |    |    |    |    |    |    |    |    |
| Medicine box                     | 1   | Piece    | PHP 300.00     |    |   |    | 1  |    |    |    |    |    |    |    |    |    |
| Board Biotop                     | 1   | Piece    | PHP 300.00     |    |   |    |    |    | 1  |    |    |    |    |    |    |    |
| Puncher                          | 1   | Piece    | PHP 100.00     |    |   |    |    |    | 1  |    |    |    |    |    |    |    |
| Door chime, wireless             | 1   | Piece    | Php530.00      |    |   |    |    |    | 1  |    |    |    |    |    |    |    |
| Traveling Expenses               |     |          |                |    |   |    |    |    |    |    |    |    |    |    |    |    |
| traveling allowance for patients | 434 | patients | PHP 69,400.00  | 89 | 2 | 43 | 49 | 66 | 18 | 17 | 30 | 30 | 30 | 30 | 30 | 30 |
| Representation Expenses          |     |          |                |    |   |    |    |    |    |    |    |    |    |    |    |    |
| food allowance for patients      | 434 | patients | PHP 104,100.00 | 89 | 2 | 43 | 49 | 66 | 18 | 17 | 30 | 30 | 30 | 30 | 30 | 30 |
| food for meeting                 | 5   | meetings | PHP 24,000.00  |    |   |    |    |    |    |    | 1  | 1  | 1  | 1  | 1  | 1  |
| Communication Expenses           |     |          |                |    |   |    |    |    |    |    |    |    |    |    |    |    |
| call cards                       | 66  | Piece    | PHP 40,000.00  |    | 8 |    | 7  | 4  | 6  | 6  | 7  | 7  | 7  | 7  | 7  | 7  |
| Sim cards                        | 5   | piece    | Php1,000.00    |    |   |    |    |    |    | 2  | 3  |    |    |    |    |    |
| Trainings                        |     |          |                |    |   |    |    |    |    |    |    |    |    |    |    |    |
| GCP Training                     | 2   | person   | PHP 7,000.00   |    |   |    |    |    |    |    | 2  | 0  | 0  | 0  | 0  | 0  |
| Equipments                       |     |          |                |    |   |    |    |    |    |    |    |    |    |    |    |    |
| Laptop                           | 2   | lot      | PHP 120,000.00 |    |   |    |    |    |    |    | 0  | 2  | 0  | 0  | 0  | 0  |
| Portable Centrifuge              | 1   | lot      | PHP 200,000.00 |    |   |    |    |    |    |    | 0  | 1  | 0  | 0  | 0  | 0  |

~ 290,000

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

**Submitted By:**

**Jonathan Terante**  
Research Assistant

**Dr. Eva Maria Cutiongco - de la Paz**  
Project Leader



**Institute of Human Genetics/National Institutes of Health/Philippine Genome Center**  
625 Pedro Gil St. Ermita Manila

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: Pharmacogenetics Studies on Some Commonly Used Drugs for Hypertension, Dyslipidemia, and Coronary Artery Disease among Filipinos

| Code | General Description                     | Quantity | Unit        | Estimated Budget<br>Unit Price | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |     |       |       |     |      |      |     |      |     |     |     |
|------|---|----------|-------------|--------------------------------|---|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
|      |   |          |             |                                | Jan                                     | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|      | Office Supplies                         |          |             |                                |   |     |       |       |     |      |      |     |      |     |     |     |
|      | lateral Steel filing cabinet, 4 drawers | 3        | Pieces      | 48000                          |   | 3   |       |       |     |      |      |     |      |     |     |     |
|      | Laboratory Supplies                     |          |             |                                |   |     |       |       |     |      |      |     |      |     |     |     |
|      | VerifyNow P2Y12 (Clopidogrel) Assa      | 5        | box of 10   | PHP 247,500.00                 |   |     |       |       |     | 1    |      | 0   | 2    | 0   | 2   | 0   |
|      | VerifyNow Aspirin Assay                 | 1        | box of 25   | Php30,000.00                   | 1                                       |     |       |       |     |      |      |     |      |     |     |     |
|      | VerifyNow Aspirin Assay                 | 7        | box of 10   | PHP 72,000.00                  |   |     | 3     |       |     | 1    |      | 0   | 3    | 0   | 0   | 0   |
|      | Stadiometer                             | 1        | piece       | PHP 15,000.00                  |   |     |       |       |     |      |      | 0   | 1    | 0   | 0   | 0   |
|      | Stethoscope                             | 6        | unit        | PHP 30,000.00                  |   |     |       |       |     |      |      | 0   | 6    | 0   | 0   | 0   |
|      | BP Apparatus                            | 6        | unit        | PHP 16,000.00                  |   |     |       |       |     |      |      | 0   | 6    | 0   | 0   | 0   |
|      | Weighing Scale                          | 2        | unit        | PHP 2,500.00                   |   |     |       |       |     |      |      | 0   | 2    | 0   | 0   | 0   |
|      | Red tubes                               | 4        | packs of 50 | PHP 1,500.00                   |   |     |       |       |     |      |      | 0   | 4    | 0   | 0   | 0   |
|      | Captopril, 25 mg/tab                    | 1        | box of 100  | PHP 4,000.00                   |   |     |       |       |     |      |      | 1   | 0    | 0   | 0   | 0   |
|      | Isosorbide Dinitrate, 5 mg/tab          | 1        | box of 100  | PHP 4,000.00                   |   |     |       |       |     |      |      | 1   | 0    | 0   | 0   | 0   |
|      | Traveling Expenses                      |          |             |                                |   |     |       |       |     |      |      |     |      |     |     |     |
|      | traveling allowance for patients        | 694      | patient     | PHP 279,200.00                 |   | 3   | 1     | 4     | 9   | 30   | 22   | 125 | 125  | 125 | 125 | 125 |
|      | Representation Expenses                 |          |             |                                |   |     |       |       |     |      |      |     |      |     |     |     |
|      | food allowance for patients             | 694      | patient     | PHP 418,800.00                 |   | 3   | 1     | 4     | 9   | 30   | 22   | 125 | 125  | 125 | 125 | 125 |
|      | food for meeting                        | 11       | meeting     | PHP 24,000.00                  | 1                                       | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 0   |
|      | Communication Expenses                  |          |             |                                |   |     |       |       |     |      |      |     |      |     |     |     |
|      | call cards                              | 19       | pieces      | PHP 9,500.00                   | 4                                       |     |       |       |     |      |      | 3   | 3    | 3   | 3   | 3   |
|      | Trainings                               |          |             |                                |   |     |       |       |     |      |      |     |      |     |     |     |
|      | GCP Training                            | 3        | person      | PHP 10,500.00                  |   |     |       |       |     |      |      | 3   | 0    | 0   | 0   | 0   |
|      | Phlebotomy training                     | 2        | person      | PHP 10,000.00                  |   |     |       |       |     |      |      | 1   | 1    | 0   | 0   | 0   |
|      | Equipment Outlay                        |          |             |                                |   |     |       |       |     |      |      |     |      |     |     |     |

1,310,000

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

**Submitted By:**

**Jonathan Terante**  
Research Assistant

**Dr. Eva Maria Cutiongco - de la Paz**  
Project Leader

END - Pharma

PGC- HEALTH

# PROJECT PROCUREMENT AND MANAGEMENT PLAN (PPMP)

END-USER / UNIT: COCONUT GENOMICS PROGRAM

Wesley  
P6C - AGH

| CODE      | GENERAL DESCRIPTION  | QUANTITY/SIZE | ESTIMATED BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|-----------|--|---------------|------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|           |  |               |                  | JAN                              | FEB | MAR | APR | MAY | JUN | JULY | AUG | SEPT | OCT | NOV | DEC |
| PMC       |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Laptop with accessories  | 1 unit        | 40,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 1 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Data Storage Server  | 1 unit        | 700,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cyclers @ P400,000 each  | 2 units       | 800,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Liquid Handling Robot for automated colony picking, library screening (eg. Qpix or Tecan) to be based in NIMBB | 1 unit        | 4,500,000.00     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | PC units with large screen, printer and peripherals @75,000 each   | 4 unit        |                  | 300,000.00                       |     |     |     |     |     |      |     |      |     |     |     |
| Project 2 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Fluorometer system (Lab Starter Set)   | 1 set         | 428,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Spectrophotometer system   | 1 unit        | 700,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cycler with optimization block @ P450,000 each   | 2 units       | 900,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Upright freezer  | 1 unit        | 420,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Biorefrigerator  | 1 unit        | 337,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Aircooling large centrifuge  | 1 unit        | 425,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Aircooling microcentrifuge   | 1 unit        | 20,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | UV Transilluminator panel  | 1 unit        | 110,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Single-channel Pipette @ P50,000 each set  | 2 sets        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Multi-channel Pipettors  | 1 unit        | 70,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Digital Pipettors (Single-channel)   | 1 unit        | 98,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Heat block   | 1 unit        | 80,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Cell disruptor   | 1 unit        | 54,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Mixer system   | 1 unit        | 61,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Agarose Gel Electrophoresis Apparatus @ 62,000 each  | 2 units       | 124,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Desktop computer with accessories  | 1 set         | 75,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Laptop computer  | 1 unit        | 50,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 3 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cyclers @ P400,000 each  | 2 units       | 800,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | PC with large screen, printer and peripherals @ P75,000 each   | 4 units       | 300,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Barcoding Equipment/Laboratory Labeling System   | 1 unit        | 150,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 4 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | A. Bioinformatics Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Computer and accessories @ P75,000/set   | 3 sets        | 270,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Physical Data Storage  | 1 unit        | 200,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Power Back Up  | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | B. Laboratory Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Bioanalyzer  | 1 unit        | 1,900,000.00     |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Qubit fluorometer  | 1 unit        | 230,000.00       |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | 35 li Dewar flask container  | 1 unit        | 150,000.00       |                                  |     |     |     | X   |     |      |     |      |     |     |     |
|           | Micropipettor @ P70,000/set  | 2 Sets        | 155,000.00       |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Ultra-Low Temperature Freezer  | 1 unit        | 560,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Dry Shipper  | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
| Project 5 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | A. Bioinformatics Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Computer and accessories   | 1 set         | 75,000.00        |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | Physical Data Storage/Power Back-up  | 1 unit        | 200,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |

|  |         |              |  |  |  |  |  |  |  |  |  |  |  |  |
|--|---------|--------------|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>B. Laboratory Equipment</b>                                   |         |              |  |  |  |  |  |  |  |  |  |  |  |  |
| Fast PCR system  | 1 unit  | 1,200,000.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| Geno-Grinder   | 1 unit  | 1,400,000.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| Refrigerated centrifuge  | 1 unit  | 750,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 li Dewar flask container                                      | 1 unit  | 100,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Micropipettor @ P70,000/set                                      | 2 sets  | 140,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>C. Retrofitting of BL2 Screenhouse and Headhouse</b>          |         |              |  |  |  |  |  |  |  |  |  |  |  |  |
|  |         | 2,500,000.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Project 6</b>   |         |              |  |  |  |  |  |  |  |  |  |  |  |  |
| Ultralow Freezer (-80 °C)  | 1 unit  | 700,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Laboratory Refrigerator, 1251L                                   | 1 unit  | 500,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Micropipettor @ P200,000 each                                    | 2 sets  | 400,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| PCR Machine  | 1 unit  | 550,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Wide Mini-Sub Cell GT @P98,900 each                              | 2 units | 197,800.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Triple Wide Mini-Vertical Electrophoresis System @ P176,000 each | 2 units | 352,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Gel Documentation System   | 1 unit  | 600,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Desktop Computer   | 1 unit  | 75,000.00    |  |  |  |  |  |  |  |  |  |  |  |  |
| 50 KVA Diesel Engine-Generator Set                               | 1 unit  | 830,800.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Project 7</b>   |         |              |  |  |  |  |  |  |  |  |  |  |  |  |
| PCR Machine  | 1 unit  | 550,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Vertical electrophoresis system                                  | 1 unit  | 415,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Lyophilizer  | 1 unit  | 600,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Tissue grinder (high-throughput)                                 | 1 unit  | 1,300,000.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| Micropipettors   | 1 set   | 200,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Desktop computer   | 1 set   | 75,000.00    |  |  |  |  |  |  |  |  |  |  |  |  |
| Laboratory Freezer   | 1 unit  | 550,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| High voltage UPS and AVR   | 1 unit  | 112,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Project 8</b>   |         |              |  |  |  |  |  |  |  |  |  |  |  |  |
| Micropipettors   | 1 set   | 200,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Gradient Thermalcycler   | 1 unit  | 450,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Triple Wide Mini-Vertical Electrophoresis System                 | 1 unit  | 176,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Biocomputing facility  | 1 unit  | 200,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| Split-type aircon  | 1 unit  | 20,000.00    |  |  |  |  |  |  |  |  |  |  |  |  |
| High-voltage UPS   | 2 units | 56,000.00    |  |  |  |  |  |  |  |  |  |  |  |  |
| 5KVA Automatic Voltage Regulator                                 | 2 units | 168,000.00   |  |  |  |  |  |  |  |  |  |  |  |  |

22,000,000



## PROJECT PROCUREMENT AND MANAGEMENT PLAN (PPMP)

END USER / UNIT: COCONUT GENOMICS PROGRAM

| CODE      | GENERAL DESCRIPTION  | QUANTITY/SIZE | ESTIMATED BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|-----------|--|---------------|------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|           |  |               |                  | JAN                              | FEB | MAR | APR | MAY | JUN | JULY | AUG | SEPT | OCT | NOV | DEC |
| PMAC      |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Laptop with accessories  | 1 unit        | 40,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 1 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Data Storage Server  | 1 unit        | 700,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cyclers @ P400,000 each  | 2 units       | 800,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Liquid Handling Robot for automated colony picking, library screening (eg. Qpik or Tecan) to be based in MIMBB | 1 unit        | 4,500,000.00     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | PC units with large screen, printer and peripherals @P75,000 each  | 4 units       | 300,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 2 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Fluorometer system (Lab Starter Set)   | 1 set         | 428,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Spectrophotometer system   | 1 unit        | 700,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cycler with optimization block @ P450,000 each   | 2 units       | 900,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Upright freezer  | 1 unit        | 420,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Biorefrigerator  | 1 unit        | 337,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Aircooling large centrifuge  | 1 unit        | 425,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Aircooling microcentrifuge   | 1 unit        | 20,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | UV Transilluminator panel  | 1 unit        | 110,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Single-channel Pipette @ P50,000 each set  | 2 sets        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Multi channel Pipettors  | 1 unit        | 70,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Digital Pipettors (Single channel)   | 1 unit        | 98,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Heat block   | 1 unit        | 80,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Cell disruptor   | 1 unit        | 54,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Mixer system   | 1 unit        | 61,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Agarose Gel Electrophoresis Apparatus @ 62,000 each  | 2 units       | 124,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Desktop computer with accessories  | 1 set         | 75,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Laptop computer  | 1 unit        | 50,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 3 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cyclers @ P400,000 each  | 2 units       | 800,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | PC with large screen, printer and peripherals @ P75,000 each   | 4 units       | 300,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Barcoding Equipment/Laboratory Labeling System   | 1 unit        | 150,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 4 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | A. Bioinformatics Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Computer and accessories @ P75,000/set   | 3 sets        | 270,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Physical Data Storage  | 1 unit        | 200,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Power Back Up  | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | B. Laboratory Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Bioanalyzer  | 1 unit        | 1,900,000.00     |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Quibit fluorometer   | 1 unit        | 230,000.00       |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | 35 l Dewar flask container   | 1 unit        | 150,000.00       |                                  |     |     |     | X   |     |      |     |      |     |     |     |
|           | Micropipettor @ P70,000/set  | 2 Sets        | 155,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | Ultra Low Temperature Freezer  | 1 unit        | 560,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Dry Shipper  | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
| Project 5 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | A. Bioinformatics Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Computer and accessories   | 1 set         | 75,000.00        |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Physical Data Storage/Power Back-up  | 1 unit        | 200,000.00       |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | B. Laboratory Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Fast PCR system  | 1 unit        | 1,200,000.00     |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Geno-Grinder   | 1 unit        | 1,400,000.00     |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Refrigerated centrifuge  | 1 unit        | 750,000.00       |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | 35 l Dewar flask container   | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Micropipettor @ P70,000/set  | 2 sets        | 140,000.00       |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | C. Retrofitting of B12 Screenhouse and Headhouse   |               | 2,500,000.00     |                                  |     |     |     |     |     |      |     |      | X   |     |     |

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of Signature





FO - ADMIN

## PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

| CODE | General Description                              | Quantity / Size | Estimated | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     | UNIT PRICE |
|------|--|-----------------|-----------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|------------|
|      |  |                 |           | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |            |
|      | <b>Common Electrical Supplies</b>                |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Battery AA                                       | packet          | 60.00     |                                    |     |     |     |     |     |      | 3   |      |     |     |     | 20.00      |
|      | Battery AAA                                      | packet          | 75.00     |                                    |     |     |     |     |     |      | 3   |      |     |     |     | 25.00      |
|      | Electrical Tape                                  | roll            | 40.00     |                                    |     |     |     |     |     |      |     | 2    |     |     |     | 20.00      |
|      | <b>Common Computer Supplies/ Consumables</b>     |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | CDs  |                 | 500.00    |                                    |     |     |     |     |     |      | 20  |      |     |     |     | 25.00      |
|      | Desk Jet Printer                                 | unit            | 10,000.00 |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 5,000.00   |
|      | External Hard drive                              | unit            | 4,500.00  | 1                                  |     |     |     |     |     |      |     |      |     |     |     | 4,500.00   |
|      | Ink Cartridge Deskjet 2515                       | cart            | 3,500.00  |                                    |     |     |     |     |     |      | 10  |      |     |     |     | 350.00     |
|      | Ink Cartridges ( diff colors)                    | cart            | 26,250.00 | 25                                 |     |     |     | 25  |     |      |     |      | 25  |     |     | 350.00     |
|      | Laserjet Printer                                 | unit            | 37,000.00 |                                    | 1   |     |     |     |     |      |     |      |     |     |     | 37,000.00  |
|      | Photocopier (3-in-1)                             | unit            | 45,000.00 | 1                                  |     |     |     |     |     |      |     |      |     |     |     | 45,000.00  |
|      | Toner cartridge (photocopier)                    | cart            | 7,000.00  |                                    |     |     | 1   |     |     |      | 1   |      |     |     |     | 3,500.00   |
|      | USB Flash drive (32G)                            | piece           | 800.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 200.00     |
|      | <b>Equipment Maintenance</b>                     |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Computer Maintenance                             | visit/checking  | 5,000.00  |                                    |     |     |     |     |     |      |     |      | 1   |     |     | 5,000.00   |
|      | Photocopier Machine maintenance                  | visit/checking  | 5,000.00  |                                    |     |     |     |     |     |      |     |      | 1   |     |     | 5,000.00   |
|      | Printer Maintenance                              | visit/checking  | 5,000.00  |                                    |     |     |     |     |     |      |     |      | 1   |     |     | 5,000.00   |
|      | <b>Common Office Supplies and Office Devices</b> |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Ball pens (red)                                  | piece           | 300.00    |                                    |     |     |     |     | 6   |      |     |      |     |     |     | 50.00      |
|      | Ball pens (black)                                | piece           | 300.00    |                                    |     |     |     |     | 6   |      |     |      |     |     |     | 50.00      |
|      | Ball pens (blue)                                 | piece           | 500.00    |                                    |     |     |     |     | 10  |      |     |      |     |     |     | 50.00      |
|      | Calculator                                       | unit            | 4,000.00  |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 4,000.00   |
|      | colored paper                                    | pack            | 300.00    |                                    |     |     |     |     |     |      | 10  |      |     |     |     | 30.00      |
|      | Correction Tape                                  | piece           | 225.00    |                                    |     |     |     | 5   |     |      |     | 5    |     |     | 5   | 15.00      |
|      | Cutter   | piece           | 60.00     |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 30.00      |
|      | double clip 19 mm                                | box             | 150.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 10.00      |
|      | double clip 25mm                                 | box             | 300.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 20.00      |
|      | double clip 32mm                                 | box             | 375.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 25.00      |
|      | double clip 50mm                                 | box             | 750.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 50.00      |
|      | fasteners  | box             | 1,050.00  |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 70.00      |
|      | fax film   | roll            | 2,400.00  |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 1,200.00   |
|      | File tab   | set             | 100.00    |                                    |     |     |     |     |     |      |     | 10   |     |     |     | 10.00      |

# PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

| CODE | General Description                 | Quantity / Size | Estimated | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     | UNIT PRICE |
|------|-------------------------------------|-----------------|-----------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|------------|
|      |                                     |                 |           | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |            |
|      | Filing Cabinets ( vertical)         | unit            | 16,500.00 | 3                                  |     |     |     |     |     |      |     |      |     |     |     | 5,500.00   |
|      | Filing Cabinets (lateral) 3 drawers | unit            | 18,000.00 | 2                                  |     |     |     |     |     |      |     |      |     |     |     | 9,000.00   |
|      | Filing Cabinets (lateral) 2 drawers | unit            | 13,000.00 | 2                                  |     |     |     |     |     |      |     |      |     |     |     | 6,500.00   |
|      | Glue                                | jar             | 100.00    |                                    |     |     |     |     |     |      |     |      |     |     | 2   | 50.00      |
|      | Highlighters                        | piece           | 240.00    |                                    |     |     |     |     |     |      | 6   |      |     |     |     | 40.00      |
|      | IndexCard                           | pack            | 48.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 12.00      |
|      | Ink for stamp pads                  | piece           | 120.00    |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 120.00     |
|      | masking tape                        | roll            | 90.00     |                                    |     |     |     |     |     |      |     |      |     |     | 2   | 45.00      |
|      | notepads 3x2                        | pad             | 140.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 35.00      |
|      | notepads 3x3                        | pad             | 160.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 40.00      |
|      | notepads 3x4                        | pad             | 220.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 55.00      |
|      | paper (Board)                       | pack            | 150.00    |                                    |     |     |     |     |     |      |     | 5    |     |     |     | 30.00      |
|      | Paper Clips (big)                   | box             | 120.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 30.00      |
|      | Paper Clips (medium)                | box             | 80.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 20.00      |
|      | Paper clips (small)                 | box             | 60.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 15.00      |
|      | Paper Multicopy (laser) A4          | ream            | 2,400.00  |                                    |     |     |     |     | 20  |      |     |      |     |     |     | 120.00     |
|      | Paper multicopy (laser) Legal       | ream            | 1,350.00  |                                    |     |     |     |     | 10  |      |     |      |     |     |     | 135.00     |
|      | Pencils                             | box             | 50.00     |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 25.00      |
|      | Permanent Markers                   | piece           | 100.00    |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 50.00      |
|      | Puncher                             | unit            | 100.00    |                                    |     |     |     |     | 1   |      |     |      |     |     |     | 100.00     |
|      | Record Book                         | book            | 300.00    |                                    |     |     |     |     |     |      |     |      |     |     | 5   | 60.00      |
|      | rubber bands                        | box             | 100.00    |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 100.00     |
|      | Scissors                            | pair            | 40.00     |                                    |     |     |     |     | 2   |      |     |      |     |     |     | 20.00      |
|      | scotch tape                         | roll            | 136.00    |                                    |     |     |     |     |     |      | 4   |      |     |     | 4   | 17.00      |
|      | Sharpener                           | unit            | 150.00    |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 150.00     |
|      | Stamp pads                          | piece           | 30.00     |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 30.00      |
|      | Staple wires                        | box             | 175.00    |                                    |     |     |     |     | 3   |      |     |      |     |     | 4   | 25.00      |
| X    | Stapler                             | piece           | 100.00    |                                    |     |     |     |     | 1   |      |     |      |     |     |     | 100.00     |
|      | Steno notebooks                     | book            | 40.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 10.00      |
|      | sticker paper                       | pack            | 270.00    | 3                                  |     |     |     |     | 3   |      |     |      |     |     | 3   | 30.00      |
|      | Laser Pointer (pen type)            | unit            | 500.00    |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 500.00     |
|      | Stationery / Mailing Supplies       |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Brown Envelope (long)               | piece           | 1,200.00  |                                    |     |     |     |     | 50  |      |     |      |     |     | 50  | 12.00      |

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

END-USER/ UNIT: PGC ADMIN OFFICE

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# PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

| CODE | General Description                          | Quantity / Size | Estimated    | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     | UNIT PRICE |
|------|--|-----------------|--------------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|------------|
|      |  |                 |              | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |            |
|      | medical scissor                              | pair            | 800.00       |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 800.00     |
|      | Medicine (paracetamol, pain reliver, etc)    | pack            | 2,500.00     |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 2,500.00   |
|      | Rubbing Alcohol                              | bottles         | 80.00        |                                    |     |     |     |     | 2   |      |     |      |     |     |     | 40.00      |
|      | Seminar /Programs/Trainings/Activities       |                 |              |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Ink Cartridge                                | cart            | 3,500.00     |                                    |     |     | 10  |     |     |      |     |      |     |     |     | 350.00     |
|      | Special Paper                                | pack            | 500.00       |                                    |     |     | 10  |     |     |      |     |      |     |     |     | 50.00      |
|      | Felt Folder ( UP LOGO)                       | piece           | 15,000.00    |                                    |     |     | 50  |     |     |      |     |      |     |     |     | 300.00     |
|      | Ball Pens                                    |                 | 300.00       |                                    |     |     | 20  |     |     |      |     |      |     |     |     | 15.00      |
|      | Program Book/ Program Invitation/ F&Q brochu | set             | 100,000.00   |                                    |     |     | 200 |     |     |      |     |      |     |     |     | 500.00     |
|      | Streamer                                     | piece           | 9,000.00     |                                    |     |     | 6   |     |     |      |     |      |     |     |     | 1,500.00   |
|      | Vehicle Rentals                              | per day         | 42,000.00    |                                    | 2   | 2   | 6   | 1   | 1   | 1    | 1   | 2    | 2   | 2   | 1   | 2,000.00   |
|      | Venue Rentals                                | per day         | 150,000.00   |                                    |     |     | 4   |     |     |      | 1   |      |     |     | 1   | 25,000.00  |
|      | Facilities rental                            | per day         | 60,000.00    |                                    |     |     | 4   |     |     |      | 1   |      |     |     | 1   | 10,000.00  |
|      | Equipment rentals                            | per day         | 60,000.00    |                                    |     |     | 4   |     |     |      | 1   |      |     |     | 1   | 10,000.00  |
|      | OTHERS                                       |                 |              |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Honorarium for Speakers/ Chairs              |                 | 50,000.00    |                                    |     |     | 10  |     |     |      |     |      |     |     |     | 5,000.00   |
|      | Accommodation for Speakers / Chairs          |                 | 15,000.00    |                                    |     |     | 10  |     |     |      |     |      |     |     |     | 1,500.00   |
|      | Meals for the EXECOM Meetings                |                 | 30,000.00    | 1                                  | 1   | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   | 1   | 2,500.00   |
|      | Meals for Journal Club Meetings              |                 | 18,000.00    | 1                                  | 1   | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   | 1   | 1,500.00   |
|      | Catered Meals for Events and Activities      |                 | 150,000.00   |                                    |     |     | 2   |     |     |      |     |      |     |     | 1   | 50,000.00  |
|      | Meals for Training/ Seminars                 |                 | 140,000.00   |                                    |     |     |     |     |     |      |     | 1    | 1   | 1   | 1   | 35,000.00  |
|      | Travel Allowance for Program Support         |                 | 200,000.00   |                                    |     | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   | 1   | 20,000.00  |
|      |  |                 |              |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | <b>TOTAL</b>                                 |                 | 1,282,909.00 |                                    |     |     |     |     |     |      |     |      |     |     |     |            |

Prepared by:

*Katherine F. Raymundo*  
Katherine F. Raymundo  
Program Development Officer I

Submitted by:

Dr. Carmencita D. Padilla  
Executive Director, PGC



Equipment

COCO PROJECTS

4/ RPL signature

PROJECT PROCUREMENT AND MANAGEMENT PLAN (PPMP)

END-USER / UNIT: COCONUT GENOMICS PROGRAM


| CODE      | GENERAL DESCRIPTION  | QUANTITY/SIZE | ESTIMATED BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|-----------|--|---------------|------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|           |  |               |                  | JAN                              | FEB | MAR | APR | MAY | JUN | JULY | AUG | SEPT | OCT | NOV | DEC |
| PMC       |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Laptop with accessories  | 1 unit        | 40,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 1 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Data Storage Server  | 1 unit        | 700,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cyclers @ P400,000 each  | 2 units       | 800,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Liquid Handling Robot for automated colony picking, library screening (eg. Qpik or Tecan) to be based in NIMBB | 1 unit        | 4,500,000.00     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | PC units with large screen, printer and peripherals @75,000 each   | 4 unit        | 300,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 2 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Fluorometer system (Lab Starter Set)   | 1 set         | 428,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Spectrophotometer system   | 1 unit        | 700,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cycler with optimization block @ P450,000 each   | 2 units       | 900,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Upright freezer  | 1 unit        | 420,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Biorefrigerator  | 1 unit        | 337,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Aircooling large centrifuge  | 1 unit        | 425,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Aircooling microcentrifuge   | 1 unit        | 20,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | UV Transilluminator panel  | 1 unit        | 110,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Single-channel Pipette @ P50,000 each set  | 2 sets        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Multi-channel Pipettors  | 1 unit        | 70,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Digital Pipettors (Single-channel)   | 1 unit        | 98,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Heat block   | 1 unit        | 80,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Cell disruptor   | 1 unit        | 54,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Mixer system   | 1 unit        | 61,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Agarose Gel Electrophoresis Apparatus @ 62,000 each  | 2 units       | 124,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Desktop computer with accessories  | 1 set         | 75,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Laptop computer  | 1 unit        | 50,000.00        |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 3 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Thermal cyclers @ P400,000 each  | 2 units       | 800,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | PC with large screen, printer and peripherals @ P75,000 each   | 4 units       | 300,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Barcoding Equipment/Laboratory Labeling System   | 1 unit        | 150,000.00       |                                  |     |     |     |     |     |      |     |      |     |     |     |
| Project 4 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | A. Bioinformatics Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Computer and accessories @ P75,000/set   | 3 sets        | 270,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Physical Data Storage  | 1 unit        | 200,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Power Back Up  | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | B. Laboratory Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Bioanalyzer  | 1 unit        | 1,900,000.00     |                                  |     |     |     |     |     |      |     |      | X   |     |     |
|           | Qubit fluorometer  | 1 unit        | 230,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | 35 li Dewar flask container  | 1 unit        | 150,000.00       |                                  |     |     |     | X   |     |      |     |      |     |     |     |
|           | Micropipettor @ P70,000/set  | 2 Sets        | 155,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | Ultra-Low Temperature Freezer  | 1 unit        | 560,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
|           | Dry Shipper  | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     |      |     | X   |     |
| Project 5 |  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | A. Bioinformatics Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Computer and accessories   | 1 set         | 75,000.00        |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | Physical Data Storage/Power Back-up  | 1 unit        | 200,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | B. Laboratory Equipment  |               |                  |                                  |     |     |     |     |     |      |     |      |     |     |     |
|           | Fast PCR system  | 1 unit        | 1,200,000.00     |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | Geno-Grinder   | 1 unit        | 1,400,000.00     |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | Refrigerated centrifuge  | 1 unit        | 750,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | 35 li Dewar flask container  | 1 unit        | 100,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | Micropipettor @ P70,000/set  | 2 sets        | 140,000.00       |                                  |     |     |     |     |     |      |     | X    |     |     |     |
|           | C. Retrofitting of BL2 Screenhouse and Headhouse   |               | 2,500,000.00     |                                  |     |     |     |     |     |      |     | X    |     |     |     |



|  |         |              |  |  |  |   |  |  |   |   |   |   |
|--|---------|--------------|--|--|--|---|--|--|---|---|---|---|
| <b>Project 6</b>   |         |              |  |  |  |   |  |  |   |   |   |   |
| Ultralow Freezer (-80 °C)  | 1 unit  | 700,000.00   |  |  |  |   |  |  |   |   |   | x |
| Laboratory Refrigerator, 1251L                                   | 1 unit  | 500,000.00   |  |  |  |   |  |  |   |   | x |   |
| Micropipettor @ P200,000 each                                    | 2 sets  | 400,000.00   |  |  |  |   |  |  |   |   | x |   |
| PCR Machine  | 1 unit  | 550,000.00   |  |  |  |   |  |  |   |   | x |   |
| Wide Mini-Sub Cell GT @P98,900 each                              | 2 units | 197,800.00   |  |  |  |   |  |  |   |   | x |   |
| Triple Wide Mini-Vertical Electrophoresis System @ P176,000 each | 2 units | 352,000.00   |  |  |  |   |  |  | x |   |   |   |
| Gel Documentation System   | 1 unit  | 600,000.00   |  |  |  |   |  |  |   |   | x |   |
| Desktop Computer   | 1 unit  | 75,000.00    |  |  |  |   |  |  |   |   | x |   |
| 50 KVA Diesel Engine-Generator Set                               | 1 unit  | 830,800.00   |  |  |  |   |  |  |   |   |   | x |
| <b>Project 7</b>   |         |              |  |  |  |   |  |  |   |   |   |   |
| PCR Machine  | 1 unit  | 550,000.00   |  |  |  |   |  |  |   | x |   |   |
| Vertical electrophoresis system                                  | 1 unit  | 415,000.00   |  |  |  |   |  |  |   |   | x |   |
| Lyophilizer  | 1 unit  | 600,000.00   |  |  |  |   |  |  |   |   | x |   |
| Tissue grinder (high-throughput)                                 | 1 unit  | 1,300,000.00 |  |  |  |   |  |  |   | x |   |   |
| Micropipettors   | 1 set   | 200,000.00   |  |  |  |   |  |  |   |   | x |   |
| Desktop computer   | 1 set   | 75,000.00    |  |  |  |   |  |  |   |   | x |   |
| Laboratory Freezer   | 1 unit  | 550,000.00   |  |  |  |   |  |  |   |   | x |   |
| High voltage UPS and AVR   | 1 unit  | 112,000.00   |  |  |  |   |  |  |   |   | x |   |
| <b>Project 8</b>   |         |              |  |  |  |   |  |  |   |   |   |   |
| Micropipettors   | 1 set   | 200,000.00   |  |  |  | X |  |  |   |   |   |   |
| Gradient Thermalcycler   | 1 unit  | 450,000.00   |  |  |  | X |  |  |   |   |   |   |
| Triple Wide Mini-Vertical Electrophoresis System                 | 1 unit  | 176,000.00   |  |  |  | X |  |  |   |   |   |   |
| Biocomputing facility  | 1 unit  | 200,000.00   |  |  |  |   |  |  | X |   |   |   |
| Split-type aircon  | 1 unit  | 20,000.00    |  |  |  |   |  |  | X |   |   |   |
| High-voltage UPS   | 2 units | 56,000.00    |  |  |  |   |  |  | X |   |   |   |
| SKVA Automatic Voltage Regulator                                 | 2 units | 168,000.00   |  |  |  |   |  |  | X |   |   |   |

Grand Total : \$ 30,949,600.00 ✓  
\* Equipment

Prepared by:

  
Clarisse M. Gonzalvo  
University Research Associate

Submitted by:

  
Rita P. Laude  
Agriculture Program Director, PGC

# PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: **PGC ADMIN OFFICE**

For submission  
to SPW  
PGC-Admin  
Ofc

| CODE | General Description                              | Quantity / Size | Estimated | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     | UNIT PRICE |
|------|--|-----------------|-----------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|------------|
|      |  |                 |           | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |            |
|      | <b>Common Electrical Supplies</b>                |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Battery AA                                       | packet          | 60.00     |                                    |     |     |     |     |     |      | 3   |      |     |     |     | 20.00      |
|      | Battery AAA                                      | packet          | 75.00     |                                    |     |     |     |     |     |      | 3   |      |     |     |     | 25.00      |
|      | Electrical Tape                                  | roll            | 40.00     |                                    |     |     |     |     |     |      |     | 2    |     |     |     | 20.00      |
|      | <b>Common Computer Supplies/ Consumables</b>     |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | CDs  |                 | 500.00    |                                    |     |     |     |     |     |      | 20  |      |     |     |     | 25.00      |
|      | Desk Jet Printer                                 | unit            | 10,000.00 |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 5,000.00   |
|      | External Hard drive                              | unit            | 4,500.00  | 1                                  |     |     |     |     |     |      |     |      |     |     |     | 4,500.00   |
|      | Ink Cartridge Deskjet 2515                       | cart            | 3,500.00  |                                    |     |     |     |     |     |      | 10  |      |     |     |     | 350.00     |
|      | Ink Cartridges ( diff colors)                    | cart            | 26,250.00 | 25                                 |     |     |     | 25  |     |      |     |      | 25  |     |     | 350.00     |
|      | Laserjet Printer                                 | unit            | 37,000.00 |                                    | 1   |     |     |     |     |      |     |      |     |     |     | 37,000.00  |
|      | Photocopier (3-in-1)                             | unit            | 45,000.00 | 1                                  |     |     |     |     |     |      |     |      |     |     |     | 45,000.00  |
|      | Toner cartridge (photocopier)                    | cart            | 7,000.00  |                                    |     |     | 1   |     |     |      | 1   |      |     |     |     | 3,500.00   |
|      | USB Flash drive (32G)                            | piece           | 3,200.00  |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 800.00     |
|      | <b>Equipment Maintenance</b>                     |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Computer Maintenance                             | visit/checking  | 5,000.00  |                                    |     |     |     |     |     |      |     |      | 1   |     |     | 5,000.00   |
|      | Photocopier Machine maintenance                  | visit/checking  | 5,000.00  |                                    |     |     |     |     |     |      |     |      | 1   |     |     | 5,000.00   |
|      | Printer Maintenance                              | visit/checking  | 5,000.00  |                                    |     |     |     |     |     |      |     |      | 1   |     |     | 5,000.00   |
|      | <b>Common Office Supplies and Office Devices</b> |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Ball pens (red)                                  | piece           | 300.00    |                                    |     |     |     |     | 6   |      |     |      |     |     |     | 50.00      |
|      | Ball pens (black)                                | piece           | 300.00    |                                    |     |     |     |     | 6   |      |     |      |     |     |     | 50.00      |
|      | Ball pens (blue)                                 | piece           | 500.00    |                                    |     |     |     |     | 10  |      |     |      |     |     |     | 50.00      |
|      | Calculator                                       | unit            | 4,000.00  |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 4,000.00   |
|      | colored paper                                    | pack            | 300.00    |                                    |     |     |     |     |     |      | 10  |      |     |     |     | 30.00      |
|      | Correction Tape                                  | piece           | 225.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 15.00      |
|      | Cutter   | piece           | 60.00     |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 30.00      |
|      | double clip 19 mm                                | box             | 150.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 10.00      |
|      | double clip 25mm                                 | box             | 300.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 20.00      |
|      | double clip 32mm                                 | box             | 375.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 25.00      |
|      | double clip 50mm                                 | box             | 750.00    |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 50.00      |
|      | fasteners  | box             | 1,050.00  |                                    |     |     |     |     | 5   |      |     | 5    |     |     | 5   | 70.00      |
|      | fax film   | roll            | 2,400.00  |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 1,200.00   |
|      | File tab   | set             | 100.00    |                                    |     |     |     |     |     |      |     | 10   |     |     |     | 10.00      |

# PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

| CODE | General Description                 | Quantity / Size | Estimated | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     | UNIT PRICE |
|------|-------------------------------------|-----------------|-----------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|------------|
|      |                                     |                 |           | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |            |
|      | Filing Cabinets ( vertical)         | unit            | 16,500.00 | 3                                  |     |     |     |     |     |      |     |      |     |     |     | 5,500.00   |
|      | Filing Cabinets (lateral) 3 drawers | unit            | 18,000.00 | 2                                  |     |     |     |     |     |      |     |      |     |     |     | 9,000.00   |
|      | Filing Cabinets (lateral) 2 drawers | unit            | 13,000.00 | 2                                  |     |     |     |     |     |      |     |      |     |     |     | 6,500.00   |
|      | Glue                                | jar             | 100.00    |                                    |     |     |     |     |     |      |     |      |     |     | 2   | 50.00      |
|      | Highlighters                        | piece           | 240.00    |                                    |     |     |     |     |     |      | 6   |      |     |     |     | 40.00      |
|      | IndexCard                           | pack            | 48.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 12.00      |
|      | Ink for stamp pads                  | piece           | 120.00    |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 120.00     |
|      | masking tape                        | roll            | 90.00     |                                    |     |     |     |     |     |      |     |      |     |     | 2   | 45.00      |
|      | notepads 3x2                        | pad             | 140.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 35.00      |
|      | notepads 3x3                        | pad             | 160.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 40.00      |
|      | notepads 3x4                        | pad             | 220.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 55.00      |
|      | paper (Board)                       | pack            | 150.00    |                                    |     |     |     |     |     |      |     | 5    |     |     |     | 30.00      |
|      | Paper Clips (big)                   | box             | 120.00    |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 30.00      |
|      | Paper Clips (medium)                | box             | 80.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 20.00      |
|      | Paper clips (small)                 | box             | 60.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 15.00      |
|      | Paper Multicopy (laser) A4          | ream            | 2,400.00  |                                    |     |     |     |     | 20  |      |     |      |     |     |     | 120.00     |
|      | Paper multicopy (laser) Legal       | ream            | 1,350.00  |                                    |     |     |     |     | 10  |      |     |      |     |     |     | 135.00     |
|      | Pencils                             | box             | 50.00     |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 25.00      |
|      | Permanent Markers                   | piece           | 100.00    |                                    |     |     |     |     |     |      | 2   |      |     |     |     | 50.00      |
|      | Puncher                             | unit            | 100.00    |                                    |     |     |     |     | 1   |      |     |      |     |     |     | 100.00     |
|      | Record Book                         | book            | 300.00    |                                    |     |     |     |     |     |      |     |      |     |     | 5   | 60.00      |
|      | rubber bands                        | box             | 100.00    |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 100.00     |
|      | Scissors                            | pair            | 40.00     |                                    |     |     |     |     | 2   |      |     |      |     |     |     | 20.00      |
|      | scotch tape                         | roll            | 136.00    |                                    |     |     |     |     |     |      | 4   |      |     |     | 4   | 17.00      |
|      | Sharpener                           | unit            | 150.00    |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 150.00     |
|      | Stamp pads                          | piece           | 30.00     |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 30.00      |
|      | Staple wires                        | box             | 175.00    |                                    |     |     |     |     | 3   |      |     |      |     |     | 4   | 25.00      |
|      | Stapler                             | piece           | 100.00    |                                    |     |     |     |     | 1   |      |     |      |     |     |     | 100.00     |
|      | Steno notebooks                     | book            | 40.00     |                                    |     |     |     |     |     |      | 4   |      |     |     |     | 10.00      |
|      | sticker paper                       | pack            | 270.00    | 3                                  |     |     |     |     | 3   |      |     |      |     |     | 3   | 30.00      |
|      | Laser Pointer (pen type)            | unit            | 500.00    |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 500.00     |
|      | Stationery / Mailing Supplies       |                 |           |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Brown Envelope (long)               | piece           | 1,200.00  |                                    |     |     |     |     | 50  |      |     |      |     |     | 50  | 12.00      |

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

**END-USER/ UNIT: PGC ADMIN OFFICE**

[illegible]

# PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

| CODE | General Description                          | Quantity / Size | Estimated    | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     | UNIT PRICE |
|------|--|-----------------|--------------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|------------|
|      |  |                 |              | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |            |
|      | medical scissor                              | pair            | 800.00       |                                    |     |     |     |     |     |      | 1   |      |     |     |     | 800.00     |
|      | Medicine (paracetamol, pain reliver, etc)    | pack            | 2,500.00     |                                    |     |     |     |     |     |      |     |      |     |     | 1   | 2,500.00   |
|      | Rubbing Alcohol                              | bottles         | 80.00        |                                    |     |     |     |     | 2   |      |     |      |     |     |     | 40.00      |
|      | Seminar /Programs/Trainings/Activities       |                 |              |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Ink Cartridge                                | cart            | 3,500.00     |                                    |     |     | 10  |     |     |      |     |      |     |     |     | 350.00     |
|      | Special Paper                                | pack            | 500.00       |                                    |     |     | 10  |     |     |      |     |      |     |     |     | 50.00      |
|      | Felt Folder ( UP LOGO)                       | piece           | 15,000.00    |                                    |     |     | 50  |     |     |      |     |      |     |     |     | 300.00     |
|      | Ball Pens                                    |                 | 300.00       |                                    |     |     | 20  |     |     |      |     |      |     |     |     | 15.00      |
|      | Program Book/ Program Invitation/ F&Q brochu | set             | 100,000.00   |                                    |     |     | 200 |     |     |      |     |      |     |     |     | 500.00     |
|      | Streamer                                     | piece           | 9,000.00     |                                    |     |     | 6   |     |     |      |     |      |     |     |     | 1,500.00   |
|      | Vehicle Rentals                              | per day         | 42,000.00    |                                    | 2   | 2   | 6   | 1   | 1   | 1    | 1   | 2    | 2   | 2   | 1   | 2,000.00   |
|      | Venue Rentals                                | per day         | 150,000.00   |                                    |     |     | 4   |     |     |      | 1   |      |     |     | 1   | 25,000.00  |
|      | Facilities rental                            | per day         | 60,000.00    |                                    |     |     | 4   |     |     |      | 1   |      |     |     | 1   | 10,000.00  |
|      | Equipment rentals                            | per day         | 60,000.00    |                                    |     |     | 4   |     |     |      | 1   |      |     |     | 1   | 10,000.00  |
|      | OTHERS                                       |                 |              |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | Accommodation for Speakers / Chairs          |                 | 15,000.00    |                                    |     |     | 10  |     |     |      |     |      |     |     |     | 1,500.00   |
|      | Meals for the EXECOM Meetings                |                 | 30,000.00    | 1                                  | 1   | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   | 1   | 2,500.00   |
|      | Meals for Journal Club Meetings              |                 | 18,000.00    | 1                                  | 1   | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   | 1   | 1,500.00   |
|      | Catered Meals for Events and Activities      |                 | 150,000.00   |                                    |     |     | 2   |     |     |      |     |      |     |     | 1   | 50,000.00  |
|      | Meals for Training/ Seminars                 |                 | 140,000.00   |                                    |     |     |     |     |     |      |     | 1    | 1   | 1   | 1   | 35,000.00  |
|      | Travel Allowance for Program Support         |                 | 200,000.00   |                                    |     | 1   | 1   | 1   | 1   | 1    | 1   | 1    | 1   | 1   | 1   | 20,000.00  |
|      |  |                 |              |                                    |     |     |     |     |     |      |     |      |     |     |     |            |
|      | <b>TOTAL</b>                                 |                 | 1,235,309.00 |                                    |     |     |     |     |     |      |     |      |     |     |     |            |

Prepared by:

Katherine E. Raymundo  
Program Development Officer I

Submitted by:

Dr. Carmencita D. Padilla  
Executive Director, PGC

Goods : 421,309.00 -

Workshop : 553,000 -

Transpo : 261,000 -



**Institute of Human Genetics/National Institutes of Health/Philippine Genome Center**  
625 Pedro Gil St. Ermita Manila.

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT:** Evaluation of Candidate Genomic Variations as Pharmacogenetic Markers for Commonly Used Oral Hypoglycemic Agents among Filipinos

| Code | General Description                     | Quantity | Unit         | Estimated Budget | Total Amount | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |          |       |       |     |      |      |        |           |         |          |          |
|------|---|----------|--------------|------------------|--------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
|      |   |          |              |                  |              | January                                 | February | March | April | May | June | July | August | September | October | November | December |
|      | Supplies and MaterialsOffice Supplies   |          |              |                  |              |   |          |       |       |     |      |      |        |           |         |          |          |
|      | paper, multicopy (A4, 80gsm)            | 10       | ream         | 200.00           | 2,000.00     |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | paper, specialty (short, green, 160gsm) | 12       | sheet (10's) | 35.00            | 420.00       |   |          |       |       |     | 2    |      | 2      | 2         | 2       | 2        | 2        |
|      | folder (short)                          | 250      | piece        | 5.00             | 1,250.00     |   |          |       |       | 50  | 50   |      | 50     | 50        | 50      | 30       | 30       |
|      | envelope, brown (short)                 | 5        | piece (25's) | 60.00            | 300.00       |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | envelope, brown (long)                  | 5        | piece (25's) | 70.00            | 350.00       |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | envelope, expandable, plastic           | 5        | piece        | 40.00            | 200.00       |   |          |       |       |     |      |      | 5      |           |         |          |          |
|      | book, logbook (500pgs)                  | 5        | piece        | 200.00           | 1,000.00     |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | clear book (long)                       | 2        | piece        | 65.00            | 130.00       |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | clear book (A4)                         | 2        | piece        | 55.00            | 110.00       |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | clear book, refill (long)               | 2        | piece (10's) | 35.00            | 70.00        |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | clip board                              | 6        | piece        | 40.00            | 240.00       |   |          |       |       | 2   |      |      | 2      | 2         |         |          |          |
|      | clear book, refill (A4)                 | 3        | piece (10's) | 30.00            | 90.00        |   |          |       |       | 1   |      |      | 2      |           |         |          |          |
|      | ballpen, black                          | 26       | piece        | 15.00            | 390.00       |   |          |       |       | 6   |      |      |        | 10        |         |          | 10       |
|      | pencil, mongol (12's)                   | 2        | box          | 70.00            | 140.00       |   |          |       |       |     |      |      |        | 1         |         |          | 1        |
|      | signpen, black                          | 1        | piece        | 70.00            | 70.00        |   |          |       |       |     |      |      | 1      |           |         |          |          |
|      | marker, permanent, black                | 10       | piece        | 35.00            | 350.00       |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | marker, whiteboard, black               | 10       | piece        | 45.00            | 450.00       |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | eraser, pencil                          | 20       | piece        | 10.00            | 200.00       |   |          |       |       | 6   |      |      |        | 5         |         | 5        | 4        |
|      | correction tape                         | 10       | piece        | 30.00            | 300.00       |   |          |       |       |     |      |      | 5      |           |         |          | 5        |
|      | sharpener, desk, pencil                 | 2        | piece        | 250.00           | 500.00       |   |          |       |       |     |      |      | 1      |           |         |          | 1        |
|      | scissors                                | 3        | piece        | 50.00            | 150.00       |   |          |       |       | 1   | 1    |      |        |           | 1       |          |          |
|      | cutter                                  | 2        | piece        | 25.00            | 50.00        |   |          |       |       |     |      |      |        |           |         |          |          |
|      | cutter (blade)                          | 1        | piece        | 15.00            | 15.00        |   |          |       |       |     |      |      |        |           |         |          |          |
|      | ruler                                   | 2        | piece        | 20.00            | 40.00        |   |          |       |       | 1   |      |      |        | 1         |         |          |          |
|      | rubberband (small)                      | 5        | box          | 25.00            | 125.00       |   |          |       |       |     | 1    |      | 1      | 1         | 1       | 1        |          |
|      | stapler (heavy duty)                    | 2        | piece        | 150.00           | 300.00       |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | stapler (small)                         | 6        | piece        | 40.00            | 240.00       |   |          |       |       | 6   |      |      |        |           |         |          |          |
|      | staple wire (no.35)                     | 2        | box          | 35.00            | 70.00        |   |          |       |       |     |      |      |        | 1         |         | 1        |          |
|      | staple wire (no.10)                     | 10       | box          | 15.00            | 150.00       |   |          |       |       | 1   |      |      | 1      | 2         | 2       | 2        | 2        |
|      | clip, paper (big)                       | 10       | box          | 20.00            | 200.00       |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | clip, paper (small)                     | 10       | box          | 15.00            | 150.00       |   |          |       |       |     | 3    |      | 2      | 2         | 2       |          | 1        |
|      | clip, backfold (1")                     | 7        | box          | 20.00            | 140.00       |   |          |       |       | 2   |      |      | 1      | 1         | 1       | 1        | 1        |
|      | clip, backfold (2")                     | 5        | box          | 40.00            | 200.00       |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | puncher                                 | 0        | piece        | 300.00           | -            |   |          |       |       |     |      |      |        |           |         |          |          |
|      | fastener, plastic                       | 5        | box          | 40.00            | 200.00       |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | glue, all purpose                       | 5        | piece        | 30.00            | 150.00       |   |          |       |       | 1   |      |      | 1      | 1         |         | 1        | 1        |
|      | tape, double adhesive                   | 2        | roll         | 50.00            | 100.00       |   |          |       |       |     |      |      |        | 1         |         |          |          |
|      | tape, packaging (2")                    | 2        | roll         | 40.00            | 80.00        |   |          |       |       |     |      |      |        | 1         |         | 1        |          |
|      | tape, transparent (1")                  | 5        | roll         | 14.00            | 70.00        |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | tape measure                            | 6        | piece        | 15.00            | 90.00        |   |          |       |       | 4   |      |      | 1      | 1         |         |          |          |
|      | tape, transparent (2")                  | 5        | roll         | 24.00            | 120.00       |   |          |       |       | 2   |      |      | 1      |           | 1       |          | 1        |
|      | toner, Samsung                          | 1        | piece        | 5,000.00         | 5,000.00     |   |          |       |       |     |      |      |        | 1         |         |          |          |
|      | calculator                              | 0        | piece        | 270.00           | -            |   |          |       |       |     |      |      |        |           |         |          |          |
|      | alcohol, 70% 500 ml                     | 10       | bottle       | 65.00            | 650.00       |   |          |       |       |     | 1    |      | 1      | 2         | 2       | 2        | 2        |
|      | tissue paper roll                       | 6        | roll (12's)  | 85.00            | 510.00       |   |          |       |       |     | 1    |      | 1      | 1         | 1       | 1        | 1        |
|      | trashbag, plastic, black                | 5        | pack         | 60.00            | 300.00       |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | spare blade                             | 2        | piece        | 30.00            | 60.00        |   |          |       |       |     | 2    |      |        |           |         |          |          |
|      | notepad tab                             | 2        | piece        | 30.00            | 60.00        |   |          |       |       |     | 2    |      |        |           |         |          |          |
|      | time card                               | 200      | piece        | 2.00             | 400.00       |   |          |       |       |     | 100  |      |        |           |         |          | 100      |
|      | Traveling Expenses                      |          |              |                  |              |   |          |       |       |     |      |      |        |           |         |          |          |
|      | traveling allowance for patients        | 165      | patient      | 200.00           | 33,000.00    |   |          |       |       |     |      |      | 33     | 33        | 33      | 33       | 33       |
|      | Representation Expenses                 |          |              |                  |              |   |          |       |       |     |      |      |        |           |         |          |          |
|      | food allowance for patients             | 165      | patient      | 300.00           | 49,500.00    |   |          |       |       |     |      |      | 33     | 33        | 33      | 33       | 33       |
|      | Communication Expenses                  |          |              |                  |              |   |          |       |       |     |      |      |        |           |         |          |          |
|      | call cards                              | 51       | card         | 500.00           | 25,500.00    |   |          |       |       | 6   | 4    | 2    | 8      | 8         | 8       | 8        | 7        |

**Institute of Human Genetics/National Institutes of Health/Philippine Genome Center**  
625 Pedro Gil St. Ermita Manila

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: Evaluation of Candidate Genomic Variations as Pharmacogenetic Markers for Commonly Used Oral Hypoglycemic Agents among Filipinos

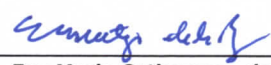
| Code | General Description   | Quantity | Unit   | Estimated Budget | Total Amount | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |          |       |       |     |      |      |        |           |         |          |          |
|------|---|----------|--------|------------------|--------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
|      |   |          |        |                  |              | January                                 | February | March | April | May | June | July | August | September | October | November | December |
|      | Printing and Binding Expenses   |          |        |                  |              |   |          |       |       |     |      |      |        |           |         |          |          |
|      | photocopy   | 5        | set    | 7,500.00         | 37,500.00    |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | Trainings and Human Resource Development  |          |        |                  |              |   |          |       |       |     |      |      |        |           |         |          |          |
|      | GCP training  | 1        | person | 6,500.00         | 6,500.00     |   |          |       |       |     |      |      | 1      |           |         |          |          |
|      | Phlebotomy training   | 1        | person | 5,000.00         | 5,000.00     |   |          |       |       |     |      |      |        | 1         |         |          |          |
|      | Equipment   |          |        |                  |              |   |          |       |       |     |      |      |        |           |         |          |          |
|      | Desktop installed with analytical software for microarray data analysis and manuscript preparation (e.g. Partek, Agilent, Genomics, etc.) | 1        | lot    | 870,000.00       | 870,000.00   |   |          |       |       |     |      |      |        |           | 1       |          |          |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

  
**Maria Jaymie Jarin**  
 Research Assistant

  
**Dr. Eva Maria Cutiongco - de la Paz**  
 Project Leader

Goods :

Transpo : 11,500.00 ✓

Workshop :

Equipment : 870,000.00 ✓

Printing : 37,500.00 ✓

**Institute of Human Genetics/National Institutes of Health/Philippine Genome Center**  
625 Pedro Gil St., Ermita, Manila.

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: Transcriptional Profiling and Pathway Analyses for Complication of Type-2 Diabetes Mellitus

| Code | General Description                     | Quantity | Unit         | Estimated Budget<br>Unit Price | Total<br>Amount  | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |          |       |       |     |      |      |        |           |         |          |          |
|------|---|----------|--------------|--------------------------------|------------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
|      |   |          |              |                                |                  | January                                 | February | March | April | May | June | July | August | September | October | November | December |
|      | <b>Office Supplies</b>                  |          |              |                                | <b>40,290.00</b> |   |          |       |       |     |      |      |        |           |         |          |          |
|      | paper, multicopy (A4, 80gsm)            | 20       | ream         | 200.00                         | 4,000.00         |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | paper, specialty (short, green, 160gsm) | 20       | sheet (10's) | 35.00                          | 700.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | folder (short)                          | 300      | piece        | 5.00                           | 1,500.00         |   |          |       |       |     |      |      | 60     | 60        | 60      | 60       | 60       |
|      | envelope, brown (short)                 | 10       | piece (25's) | 60.00                          | 600.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | envelope, brown (long)                  | 10       | piece (25's) | 70.00                          | 700.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | envelope, expandable, plastic           | 10       | piece        | 40.00                          | 400.00           |   |          |       |       |     |      |      | 5      |           | 5       |          |          |
|      | book, logbook (500pgs)                  | 2        | piece        | 200.00                         | 400.00           |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | book, logbook (150pgs)                  | 4        | piece        | 150.00                         | 600.00           |   |          |       |       |     |      |      | 4      |           |         |          |          |
|      | clear book (long)                       | 4        | piece        | 65.00                          | 260.00           |   |          |       |       |     |      |      | 2      |           | 2       |          |          |
|      | clear book (A4)                         | 4        | piece        | 55.00                          | 220.00           |   |          |       |       |     |      |      | 2      |           | 2       |          |          |
|      | clear book, refill (long)               | 4        | piece (10's) | 35.00                          | 140.00           |   |          |       |       |     |      |      | 2      |           | 2       |          |          |
|      | clear book, refill (A4)                 | 4        | piece (10's) | 30.00                          | 120.00           |   |          |       |       |     |      |      | 2      |           | 2       |          |          |
|      | in and out tray (3 layers)              | 3        | piece        | 300.00                         | 900.00           |   |          |       |       |     |      |      | 3      |           |         |          |          |
|      | data file box with closed end (long)    | 30       | piece        | 115.00                         | 3,450.00         |   |          |       |       |     |      |      | 6      | 6         | 6       | 6        | 6        |
|      | data file box with closed end (short)   | 20       | piece        | 100.00                         | 2,000.00         |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | ballpen, black                          | 60       | piece        | 15.00                          | 900.00           |   |          |       |       |     |      |      | 12     | 12        | 12      | 12       | 12       |
|      | pencil, mongol (12's)                   | 10       | box          | 70.00                          | 700.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | signpen, black                          | 10       | piece        | 70.00                          | 700.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | marker, permanent, black                | 20       | piece        | 35.00                          | 700.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | marker, whiteboard, black               | 20       | piece        | 45.00                          | 900.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | eraser, pencil                          | 20       | piece        | 10.00                          | 200.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | correction tape                         | 20       | piece        | 30.00                          | 600.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | sharpener, desk, pencil                 | 2        | piece        | 250.00                         | 500.00           |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | scissors                                | 4        | piece        | 50.00                          | 200.00           |   |          |       |       |     |      |      | 3      |           |         |          |          |
|      | cutter                                  | 3        | piece        | 25.00                          | 75.00            |   |          |       |       |     |      |      | 3      |           |         |          |          |
|      | cutter (blade)                          | 2        | piece        | 15.00                          | 30.00            |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | rubberband (small)                      | 10       | box          | 25.00                          | 250.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | stapler (heavy duty)                    | 2        | piece        | 150.00                         | 300.00           |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | stapler (small)                         | 5        | piece        | 40.00                          | 200.00           |   |          |       |       |     |      |      | 5      |           |         |          |          |
|      | staple wire (no.35)                     | 5        | box          | 35.00                          | 175.00           |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | staple wire (no.10)                     | 5        | box          | 15.00                          | 300.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | clip, paper (big)                       | 20       | box          | 20.00                          | 400.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | clip, paper (small)                     | 30       | box          | 15.00                          | 450.00           |   |          |       |       |     |      |      | 6      | 6         | 6       | 6        | 6        |
|      | clip, backfold (1")                     | 20       | box          | 20.00                          | 400.00           |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | clip, backfold (2")                     | 10       | box          | 40.00                          | 400.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | puncher                                 | 2        | piece        | 300.00                         | 600.00           |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | fastener, plastic                       | 10       | box          | 40.00                          | 400.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | glue, all purpose                       | 10       | piece        | 30.00                          | 300.00           |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | tape, double adhesive                   | 5        | roll         | 50.00                          | 250.00           |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | tape, packaging (2")                    | 5        | roll         | 40.00                          | 200.00           |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | tape, transparent (1")                  | 10       | roll         | 14.00                          | 140.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | tape, transparent (2")                  | 10       | roll         | 24.00                          | 240.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | toner, Samsung                          | 2        | piece        | 5,000.00                       | 10,000.00        |   |          |       |       |     |      |      | 1      | 1         |         |          |          |
|      | calculator                              | 2        | piece        | 270.00                         | 540.00           |   |          |       |       |     |      |      | 2      |           |         |          |          |
|      | liquid soap                             | 5        | bottle       | 100.00                         | 500.00           |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | alcohol, 70% 500 ml                     | 20       | bottle       | 65.00                          | 1,300.00         |   |          |       |       |     |      |      | 4      | 4         | 4       | 4        | 4        |
|      | tissue paper roll                       | 10       | roll (12's)  | 85.00                          | 850.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | trashbag, plastic, black                | 10       | pack         | 60.00                          | 600.00           |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | <b>Traveling Expenses</b>               |          |              |                                | <b>17,000.00</b> |   |          |       |       |     |      |      |        |           |         |          |          |
|      | traveling allowance for patients        | 85       | patient      | 200.00                         | 17,000.00        |   |          |       |       |     |      |      | 17     | 17        | 17      | 17       | 17       |
|      | <b>Representation Expenses</b>          |          |              |                                | <b>25,500.00</b> |   |          |       |       |     |      |      |        |           |         |          |          |
|      | food allowance for patients             | 85       | patient      | 300.00                         | 25,500.00        |   |          |       |       |     |      |      | 17     | 17        | 17      | 17       | 17       |
|      | <b>Communication Expenses</b>           |          |              |                                | <b>12,000.00</b> |   |          |       |       |     |      |      |        |           |         |          |          |
|      | call cards                              | 24       | card         | 500.00                         | 12,000.00        |   |          |       |       |     |      | 2    | 5      | 5         | 4       | 4        | 4        |



HEALTH - CVD  
① Pharmacogenetics

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT:** Pharmacogenetics Studies on Some Commonly Used Drugs for Hypertension, Dyslipidemia, and Coronary Artery Disease among Filipinos

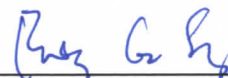
| Code | General Description                     | Quantity | Unit        | Estimated Budget<br>Unit Price | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |          |       |       |     |      |      |        |           |         |          |          |
|------|---|----------|-------------|--------------------------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
|      |   |          |             |                                | January                                 | February | March | April | May | June | July | August | September | October | November | December |
|      | Office Supplies                         |          |             |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | lateral Steel filing cabinet, 4 drawers | 3        | Pieces      | 48000                          |   | 3        |       |       |     |      |      |        |           |         |          |          |
|      | Laboratory Supplies                     |          |             |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | VerifyNow P2Y12 (Clopidogrel) Ass       | 5        | box of 10   | PHP 247,500.00                 |   |          |       |       |     | 1    |      | 0      | 2         | 0       | 2        | 0        |
|      | VerifyNow Aspirin Assay                 | 1        | box of 25   | PHP 30,000.00                  | 1                                       |          |       |       |     |      |      |        |           |         |          |          |
|      | VerifyNow Aspirin Assay                 | 7        | box of 10   | PHP 72,000.00                  |   |          | 3     |       |     | 1    |      | 0      | 3         | 0       | 0        | 0        |
|      | Stadiometer                             | 1        | piece       | PHP 15,000.00                  |   |          |       |       |     |      |      | 0      | 1         | 0       | 0        | 0        |
|      | Stethoscope                             | 6        | unit        | PHP 30,000.00                  |   |          |       |       |     |      |      | 0      | 6         | 0       | 0        | 0        |
|      | BP Apparatus                            | 6        | unit        | PHP 16,000.00                  |   |          |       |       |     |      |      | 0      | 6         | 0       | 0        | 0        |
|      | Weighing Scale                          | 2        | unit        | PHP 2,500.00                   |   |          |       |       |     |      |      | 0      | 2         | 0       | 0        | 0        |
|      | Red tubes                               | 4        | packs of 50 | PHP 1,500.00                   |   |          |       |       |     |      |      | 0      | 4         | 0       | 0        | 0        |
|      | Captopril, 25 mg/tab                    | 1        | box of 100  | PHP 4,000.00                   |   |          |       |       |     |      |      | 1      | 0         | 0       | 0        | 0        |
|      | Isosorbide Dinitrate, 5 mg/tab          | 1        | box of 100  | PHP 4,000.00                   |   |          |       |       |     |      |      | 1      | 0         | 0       | 0        | 0        |
|      | Traveling Expenses                      |          |             |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | traveling allowance for patients        | 694      | patient     | PHP 279,200.00                 |   | 3        | 1     | 4     | 9   | 30   | 22   | 125    | 125       | 125     | 125      | 125      |
|      | Representation Expenses                 |          |             |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | food allowance for patients             | 694      | patient     | PHP 418,800.00                 |   | 3        | 1     | 4     | 9   | 30   | 22   | 125    | 125       | 125     | 125      | 125      |
|      | food for meeting                        | 11       | meeting     | PHP 24,000.00                  | 1                                       | 1        | 1     | 1     | 1   | 1    | 1    | 1      | 1         | 1       | 1        | 0        |
|      | Communication Expenses                  |          |             |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | call cards                              | 19       | pieces      | PHP 9,500.00                   | 4                                       |          |       |       |     |      |      | 3      | 3         | 3       | 3        | 3        |
|      | Trainings                               |          |             |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | GCP Training                            | 3        | person      | PHP 10,500.00                  |   |          |       |       |     |      |      | 3      | 0         | 0       | 0        | 0        |
|      | Phlebotomy training                     | 2        | person      | PHP 10,000.00                  |   |          |       |       |     |      |      | 1      | 1         | 0       | 0        | 0        |
|      | Equipment Outlay                        |          |             |                                |   |          |       |       |     |      |      |        |           |         |          |          |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

  
**Jonathan Terante**  
Research Assistant

**Submitted By:**

  
**Dr. Rody Sy**  
Project Leader

Goods: 597,000 ✓  
Workshop: 442,000 ✓  
Transport: 800,200 ✓

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT:** The Prevalence of Genetic Polymorphisms Associated with the Risk for the Development of Hypertension, Dyslipidemia, And Coronary Artery Disease among Filipinos

| Code | General Description                        | Quantity | Unit                  | Estimated Budget<br>Unit Price | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |          |       |       |     |      |      |        |           |         |          |          |
|------|--|----------|-----------------------|--------------------------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
|      |  |          |                       |                                | January                                 | February | March | April | May | June | July | August | September | October | November | December |
|      | Office Supplies                            |          |                       |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | Adhesive Notepad                           | 17       | Packs ( Whole)        | PHP 800.00                     |   | 2        | 4     |       |     | 1    |      | 2      | 2         | 2       | 2        | 2        |
|      | Adhesive Notepad                           | 6        | packs (Inch size)     | PHP 500.00                     |   |          |       |       |     | 1    | 1    | 1      | 1         | 1       | 1        | 1        |
|      | Tape Flag                                  | 10       | packs                 | PHP 600.00                     | 2                                       |          | 2     |       |     | 1    |      | 1      | 1         | 1       | 1        | 1        |
|      | White Folder                               | 788      | pieces                | PHP 5,625.00                   | 12                                      | 10       |       |       |     | 141  |      | 125    | 125       | 125     | 125      | 125      |
|      | Bond Paper                                 | 6        | reams (A4)            | PHP 2,400.00                   |   |          |       |       |     | 1    |      | 1      | 1         | 1       | 1        | 1        |
|      | Record book                                | 5        | pieces (medium)       | PHP 400.00                     | 3                                       |          |       |       |     |      |      | 0      | 1         | 0       | 1        | 0        |
|      | Envelope                                   | 2        | box (long white)      | PHP 500.00                     | 1                                       |          |       |       |     |      |      | 1      | 0         | 0       | 0        | 0        |
|      | Plastic Envelope                           | 12       | pieces (long clear ex | PHP 400.00                     | 1                                       |          | 5     |       |     |      |      | 6      | 0         | 0       | 0        | 0        |
|      | Time Card                                  | 3        | packs                 | PHP 500.00                     |   |          | 1     |       |     |      |      | 2      | 0         | 0       | 0        | 0        |
|      | Stapler                                    | 2        | pieces                | PHP 70.00                      |   |          |       |       |     | 1    |      | 1      | 0         | 0       | 0        | 0        |
|      | Stapler                                    | 1        | pc (big)              | PHP 150.00                     |   |          |       |       |     |      |      | 1      | 0         | 0       | 0        | 0        |
|      | Staple wire                                | 7        | box No.10             | PHP 300.00                     |   | 2        |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | Staple wire                                | 5        | box No. 35            | PHP 500.00                     |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | Fastener                                   | 6        | packs                 | PHP 500.00                     |   |          |       |       |     | 1    |      | 1      | 1         | 1       | 1        | 1        |
|      | Clip paper                                 | 7        | boxes, jumbo          | PHP 450.00                     |   |          | 1     |       |     | 1    |      | 1      | 1         | 1       | 1        | 1        |
|      | Glue                                       | 3        | pieces (130 grams)    | PHP 250.00                     | 2                                       |          |       |       |     |      |      | 0      | 1         | 0       | 0        | 0        |
|      | Scotch tape                                | 6        | pieces (medium)       | PHP 500.00                     |   |          | 1     |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | Trash bag (Black)                          | 3        | packs (Large)         | PHP 700.00                     |   |          |       |       |     | 1    |      | 0      | 1         | 0       | 1        | 0        |
|      | Trash bag (Yellow)                         | 5        | packs (Large)         | PHP 1,000.00                   |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | Dishwashing Liquid                         | 2        | bottles (500ml)       | PHP 400.00                     |   |          |       |       |     |      |      | 0      | 1         | 0       | 1        | 0        |
|      | Interfolded Paper Towels, 1 ply            | 5        | packs (175 pulls)     | PHP 500.00                     |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | 70% ethyl alcohol                          | 2        | bottles (500ml)       | PHP 400.00                     |   |          |       |       |     |      |      | 0      | 1         | 0       | 1        | 0        |
|      | Pencil                                     | 11       | boxes                 | PHP 825.00                     | 2                                       | 2        | 1     |       |     | 1    |      | 1      | 1         | 1       | 1        | 1        |
|      | Rubber eraser                              | 31       | pieces                | PHP 400.00                     |   | 1        |       |       |     |      |      | 6      | 6         | 6       | 6        | 6        |
|      | White board marker                         | 5        | pieces                | PHP 500.00                     |   |          |       |       |     | 1    |      | 2      | 0         | 0       | 2        | 0        |
|      | Sign pen                                   | 11       | box                   | PHP 500.00                     |   |          | 8     |       |     | 2    |      | 1      | 0         | 0       | 0        | 0        |
|      | Ballpen                                    | 14       | box (Black)           | PHP 700.00                     |   | 3        |       |       |     | 6    |      | 1      | 1         | 1       | 1        | 1        |
|      | Ballpen                                    | 19       | pieces (Blue)         | PHP 400.00                     |   |          | 9     |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | Highlighter (Yellow)                       | 4        | pieces                | PHP 250.00                     | 2                                       |          |       |       |     |      |      | 0      | 1         | 0       | 1        | 0        |
|      | Highlighter (Orange)                       | 2        | pieces                | PHP 250.00                     |   |          |       |       |     |      |      | 0      | 1         | 0       | 1        | 0        |
|      | Marker, pointed, felt-tipped               | 10       | pieces                | PHP 700.00                     |   |          |       |       |     |      |      | 2      | 2         | 2       | 2        | 2        |
|      | Printer Ink Cartridge                      | 2        | packs (black)         | PHP 1,800.00                   |   |          |       |       |     |      |      | 0      | 1         | 0       | 1        | 0        |
|      | Stamp Ink (digital stamp pad)              | 1        | bottles               | PHP 700.00                     |   |          |       |       |     |      |      | 0      | 0         | 1       | 0        | 0        |
|      | Printer Ink Cartridge, for HP Deskjet 2515 | 5        | packs (black)         | PHP 4,700.00                   |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | USB Flash Drive, 16 gb                     | 6        | pieces                | PHP 3,000.00                   |   |          |       |       |     |      |      | 6      | 0         | 0       | 0        | 0        |
|      | External Hard Drive, 500 gb                | 1        | piece                 | PHP 3,000.00                   |   |          |       |       |     |      |      | 0      | 1         | 0       | 0        | 0        |
|      | Electric Fan/Cooler                        | 3        | units                 | PHP 14,000.00                  |   |          |       |       |     |      |      | 0      | 0         | 3       | 0        | 0        |
|      | Portable Wand Scanner                      | 3        | units                 | PHP 5,000.00                   |   |          |       |       |     |      |      | 0      | 3         | 0       | 0        | 0        |
|      | Calendar                                   | 1        | Piece                 | PHP 200.00                     | 1                                       |          |       |       |     |      |      |        |           |         |          |          |
|      | Rubber Band                                | 1        | pack                  | PHP 50.00                      | 1                                       |          |       |       |     |      |      |        |           |         |          |          |
|      | Calculator                                 | 1        | piece                 | PHP 200.00                     | 1                                       |          |       |       |     |      |      |        |           |         |          |          |
|      | Card Holder                                | 2        | piece                 | PHP 200.00                     | 1                                       |          | 1     |       |     |      |      |        |           |         |          |          |
|      | Sticker Paper                              | 1        | piece                 | PHP 150.00                     | 1                                       |          |       |       |     |      |      |        |           |         |          |          |
|      | Sharpener (Small)                          | 1        | piece                 | PHP 20.00                      |   | 1        |       |       |     |      |      |        |           |         |          |          |
|      | Sharpener (Big)                            | 1        | piece                 | PHP 20.00                      |   |          |       |       |     | 1    |      |        |           |         |          |          |
|      | Scissors                                   | 2        | piece                 | PHP 20.00                      |   | 2        |       |       |     |      |      |        |           |         |          |          |
|      | Whiteboard                                 | 1        | piece                 | PHP 300.00                     |   |          | 1     |       |     |      |      |        |           |         |          |          |



**Institute of Human Genetics/National Institutes of Health/Philippine Genome Center**  
625 Pedro Gil St. Ermita Manila.


**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: Transcriptional Profiling and Pathway Analyses for Complication of Type-2 Diabetes Mellitus

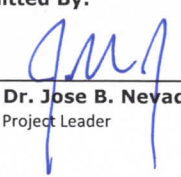
| Code | General Description        | Quantity | Unit   | Estimated Budget<br>Unit Price | Total<br>Amount     | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |          |       |       |     |      |      |        |           |         |          |          |
|------|----------------------------|----------|--------|--------------------------------|---------------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
|      |                            |          |        |                                |                     | January                                 | February | March | April | May | June | July | August | September | October | November | December |
|      | <b>Training</b>            |          |        |                                | <b>11,500.00</b>    |   |          |       |       |     |      |      |        |           |         |          |          |
|      | Phlebotomy training        | 1        | person | 5,000.00                       | 5,000.00            |   |          |       |       |     |      |      |        |           | 1       |          |          |
|      | GCP training               | 1        | person | 6,500.00                       | 6,500.00            |   |          |       |       |     |      |      | 1      |           |         |          |          |
|      | <b>Laboratory Supplies</b> |          |        |                                | <b>373,500.00</b>   |   |          |       |       |     |      |      |        |           |         |          |          |
|      | cDNA Synthesis Kit         | 11       | kits   | 8500                           | 93,500.00           |   |          |       |       |     |      |      |        |           |         |          |          |
|      | Rt PCR Kit                 | 4        | kits   | 40000                          | 160,000.00          |   |          |       |       |     |      |      |        |           |         |          |          |
|      | RT PCR Primers             | 60       | sets   | 2000                           | 120,000.00          |   |          |       |       |     |      |      |        |           |         |          |          |
|      | <b>Equipment</b>           |          |        |                                | <b>3,850,000.00</b> |   |          |       |       |     |      |      |        |           |         |          |          |
|      | Agilent Tapestation        | 1        | lot    | 3,780,000.00                   | 3,780,000.00        |   |          |       |       |     |      |      |        |           |         |          | 1        |
|      | Steel cabinet with racks   | 6        | piece  | 70,000.00                      | 70,000.00           |   |          |       |       |     |      |      |        |           |         |          | 3        |
|      | <b>Grand Total:</b>        |          |        |                                | <b>4,329,790.00</b> |   |          |       |       |     |      |      |        |           |         |          |          |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
\_\_\_\_\_  
Maria Jaymie Jarin  
Research Assistant

Submitted By:

  
\_\_\_\_\_  
Dr. Jose B. Nevado Jr.  
Project Leader

Transport: 11,500 ✓

Goods: 373,500 ✓

Equip: 3,850,000 ✓

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT:** The Prevalence of Genetic Polymorphisms Associated with the Risk for the Development of Hypertension, Dyslipidemia, And Coronary Artery Disease among Filipinos

| Code | General Description              | Quantity | Unit     | Estimated Budget<br>Unit Price | SCHEDULE/MILESTONE OF ACTIVITIES (2014) |          |       |       |     |      |      |        |           |         |          |          |
|------|----------------------------------|----------|----------|--------------------------------|---|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
|      |                                  |          |          |                                | January                                 | February | March | April | May | June | July | August | September | October | November | December |
|      | Magnet button                    | 2        | pack     | PHP 50.00                      |   |          | 2     |       |     |      |      |        |           |         |          |          |
|      | Desk tray                        | 2        | box      | PHP 400.00                     |   |          | 2     |       |     |      |      |        |           |         |          |          |
|      | Notebook                         | 2        | piece    | PHP 50.00                      |   |          | 1     |       |     | 1    |      |        |           |         |          |          |
|      | Cable ties                       | 1        | Piece    | PHP 100.00                     |   |          | 1     |       |     |      |      |        |           |         |          |          |
|      | Glue stick                       | 2        | Piece    | PHP 50.00                      |   |          | 2     |       |     |      |      |        |           |         |          |          |
|      | Illustration board               | 1        | Piece    | PHP 150.00                     |   |          | 1     |       |     |      |      |        |           |         |          |          |
|      | Tape dispenser                   | 1        | Piece    | PHP 200.00                     |   |          | 1     |       |     |      |      |        |           |         |          |          |
|      | Laminating sheet                 | 1        | Piece    | PHP 200.00                     |   |          | 1     |       |     |      |      |        |           |         |          |          |
|      | Medicine box                     | 1        | Piece    | PHP 300.00                     |   |          |       | 1     |     |      |      |        |           |         |          |          |
|      | Board Biotox                     | 1        | Piece    | PHP 300.00                     |   |          |       |       |     | 1    |      |        |           |         |          |          |
|      | Puncher                          | 1        | Piece    | PHP 100.00                     |   |          |       |       |     | 1    |      |        |           |         |          |          |
|      | Door chime, wireless             | 1        | Piece    | Php530.00                      |   |          |       |       |     | 1    |      |        |           |         |          |          |
|      | Traveling Expenses               |          |          |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | traveling allowance for patients | 434      | patients | PHP 69,400.00                  | 89                                      | 2        | 43    | 49    | 66  | 18   | 17   | 30     | 30        | 30      | 30       | 30       |
|      | Representation Expenses          |          |          |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | food allowance for patients      | 434      | patients | PHP 104,100.00                 | 89                                      | 2        | 43    | 49    | 66  | 18   | 17   | 30     | 30        | 30      | 30       | 30       |
|      | food for meeting                 | 5        | meetings | PHP 24,000.00                  |   |          |       |       |     |      |      | 1      | 1         | 1       | 1        | 1        |
|      | Communication Expenses           |          |          |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | call cards                       | 66       | Piece    | PHP 40,000.00                  |   | 8        |       | 7     | 4   | 6    | 6    | 7      | 7         | 7       | 7        | 7        |
|      | Sim cards                        | 5        | piece    | Php1,000.00                    |   |          |       |       |     |      | 2    | 3      |           |         |          |          |
|      | Trainings                        |          |          |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | GCP Training                     | 2        | person   | PHP 7,000.00                   |   |          |       |       |     |      |      | 2      | 0         | 0       | 0        | 0        |
|      | Equipments                       |          |          |                                |   |          |       |       |     |      |      |        |           |         |          |          |
|      | Laptop                           | 2        | lot      | PHP 120,000.00                 |   |          |       |       |     |      |      | 0      | 2         | 0       | 0        | 0        |
|      | Portable Centrifuge              | 1        | lot      | PHP 200,000.00                 |   |          |       |       |     |      |      | 0      | 1         | 0       | 0        | 0        |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

**Prepared By:**

  
**Jonathan Terante**  
Research Assistant

**Submitted By:**

  
**Dr. Eva Maria Cutiongco - de la Paz**  
Project Leader

Goods: 43,430 -

Equipment: 320,000 -

Workshop: 241,000.00 -

Transportation: 76,400 -

UP SYSTEM S.P.M.O.  
Diliman, Quezon City

RECEIVED

Ref. No. \_\_\_\_\_  
Date: 12 Sept 2014  
Time: \_\_\_\_\_  
By: [Signature]

**END-USER/UNIT: Office of Design and Planning Initiatives**  
OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT

[illegible]

University of the Philippines, Diliman, Quezon City

[illegible]

University of the Philippines, Diliman, Quezon City

3



University of the Philippines, Diliman, Quezon City

4

University of the Philippines, Diliman, Quezon City

[illegible]

University of the Philippines, Diliman, Quezon City

6

University of the Philippines, Diliman, Quezon City

7

University of the Philippines, Diliman, Quezon City

8



University of the Philippines, Diliman, Quezon City

9

**UNIVERSITY OF THE PHILIPPINES SYSTEM**

*University of the Philippines, Diliman, Quezon City*

|      |   |              |                     |  |  |  |  |  |  |  |  |   |  |  |  |
|------|---|--------------|---------------------|--|--|--|--|--|--|--|--|---|--|--|--|
|      |   |              |                     |  |  |  |  |  |  |  |  |   |  |  |  |
| 11.0 | <b>Heavy Duty Industrial Stapler</b>  | 1 unit       | 5,000.00            |  |  |  |  |  |  |  |  | 1 |  |  |  |
|      | ► Specification:<br>~ 7-70mm Adjustable stapling margin<br>~ Capacity up to 210 sheets of 80 gsm papers                             |              |                     |  |  |  |  |  |  |  |  |   |  |  |  |
| 12.0 | <b>A4 Ring Bind Machine</b>   | 1 unit       | 16,000.00           |  |  |  |  |  |  |  |  |   |  |  |  |
|      | ► Specification:<br>~Heavy duty binding machine<br>~binding cap. 450 sheet (A4 80g) 21 holes adjustable punch hole (40.5x29x16.5cm) |              |                     |  |  |  |  |  |  |  |  |   |  |  |  |
|      |   |              |                     |  |  |  |  |  |  |  |  |   |  |  |  |
|      |   |              |                     |  |  |  |  |  |  |  |  |   |  |  |  |
| 10   |   | <b>TOTAL</b> | <b>1,161,399.37</b> |  |  |  |  |  |  |  |  |   |  |  |  |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

SAMUEL B. REVILLA  
Admin Support Staff - ODPI

Submitted By:

CRISTOPHER S.P. ESPINA  
AVP for Dev't. / ODPI – Director

Date: September 12, 2014

UP SYSTEM S.P.M.O.  
Diliman, Quezon City

RECEIVED

Ref. No. \_\_\_\_\_  
Date: 12 Sept 2014  
Time: \_\_\_\_\_  
By: [Signature]

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
  - b. Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
  - c. Surigao Del Norte - Surigao Del Norte
  - d. Camiguin - Camiguin
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Contact Person: Samuel B. Revilla  
Position: Administrative Support Staff ODPI  
E-mail : up.odpi@gmail.com  
Telephone/Mobile Nos: 981-8500 local 3191

| Item & Specifications                         | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |   | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |   |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| COMMON ELECTRICAL SUPPLIES                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 1. BALLAST, 18 watts                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 67.27                                   | -            |
| 2. BALLAST, 36 watts                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 72.54                                   | -            |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet  | packet          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 36.40                                   | -            |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 14.56                                   | -            |
| 5. BATTERY, size D, alkaline, 2 pcs./packet   | packet          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 68.12                                   | -            |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 280.54                                  | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |   |              |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 368.94   | -                                       |              |
| 8. FLUORESCENT LAMP, tubular, 18 watts  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.14    | -                                       |              |
| 9. FLUORESCENT LAMP, tubular, 36 watts  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.85    | -                                       |              |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79   | -                                       |              |
| 11. FUSE, 30 amperes  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.35    | -                                       |              |
| 12. FUSE, 60 amperes  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.48    | -                                       |              |
| 13. STARTER, 4-40 watts   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.73     | -                                       |              |
| 14. TAPE, electrical  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20    | -                                       |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |          |   |              |
| COMMON COMPUTER SUPPLIES/CONSUMABLES  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |          |   |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 520.00   | -                                       |              |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 818.48   | -                                       |              |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 581.67   | -                                       |              |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 951.08   | -                                       |              |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 480.48   | -                                       |              |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 778.96   | -                                       |              |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 338.00   | -                                       |              |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.80   | -                                       |              |
| 9. COMPACT DISK CASE, 50 CDs capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.84    | -                                       |              |
| 10. COMPACT DISK DRIVE CLEANER  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.22    | -                                       |              |
| 11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      |      |     |      | 30  |     |     | 30    | 12.00    | 360.00                                  |              |
| 12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.62    | -                                       |              |
| 13. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     |      | 30  |     |     | 30    | 21.00    | 630.00                                  |              |
| 14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.96    | -                                       |              |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 292.08   | -                                       |              |
| 16. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00   | -                                       |              |
| 17. INK CARTRIDGE, HP 51645A (HP 45)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,216.86 | -                                       |              |
| 18. INK CARTRIDGE, HP C6615DA (HP 15)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,149.54 | -                                       |              |
| 19. INK CARTRIDGE, HP C1823DA (HP 23)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,489.20 | -                                       |              |
| 20. INK CARTRIDGE, HP C6625A (HP 17)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,250.52 | -                                       |              |
| 21. INK CARTRIDGE, HP C6578A/D (HP 78)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52 | -                                       |              |
| 22. INK CARTRIDGE, HP C6614D (HP 20)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,344.36 | -                                       |              |
| 23. INK CARTRIDGE, HP C4844A (HP 10)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,402.50 | -                                       |              |
| 24. INK CARTRIDGE, HP C8727AA (HP 27)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 743.58   | -                                       |              |
| 25. INK CARTRIDGE, HP C8728AA (HP 28)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 873.12   | -                                       |              |
| 26. INK CARTRIDGE, HP C6656AA (HP 56)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 810.90   | -                                       |              |
| 27. INK CARTRIDGE, HP C6657AA (HP 57)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52 | -                                       |              |

| Item & Specifications                            | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |   |              |
| 28. INK CARTRIDGE, HP C9351AA (HP 21)            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 615.06   | -                                       |              |
| 29. INK CARTRIDGE, HP C9352AA (HP 22)            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 708.90   | -                                       |              |
| 30. INK CARTRIDGE, HP C8765WA (HP 94)            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 820.08   | -                                       |              |
| 31. INK CARTRIDGE, HP C8766WA (HP 95)            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -                                       |              |
| 32. INK CARTRIDGE, HP C9361WA (HP 93)            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 787.44   | -                                       |              |
| 33. INK CARTRIDGE, HP C9362WA (HP 92)            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54   | -                                       |              |
| 34. INK CARTRIDGE, HP CB314A (HP 900), black     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 256.02   | -                                       |              |
| 35. INK CARTRIDGE, HP CB315A (HP 900), tri-color | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 329.46   | -                                       |              |
| 36. INK CARTRIDGE, Epson TO17                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |          | -                                       |              |
| 37. INK CARTRIDGE, Epson TO18                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |          | -                                       |              |
| 38. INK CARTRIDGE, Lexmark # 27, colored         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00 | -                                       |              |
| 39. INK CARTRIDGE, Lexmark # 17, black           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -                                       |              |
| 40. INK CARTRIDGE, Epson TO38                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46   | -                                       |              |
| 41. INK CARTRIDGE, Epson TO39                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82   | -                                       |              |
| 42. MOUSE, optical, USB conection type           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 197.60   | -                                       |              |
| 43. TONER CARTRIDGE,HP C3906A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06 | -                                       |              |
| 44. TONER CARTRIDGE,HP C3903A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00 | -                                       |              |
| 45. TONER CARTRIDGE,HP C4092A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10 | -                                       |              |
| 46. TONER CARTRIDGE,HP C4096A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64 | -                                       |              |
| 47. TONER CARTRIDGE,HP C7115A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48 | -                                       |              |
| 48. TONER CARTRIDGE,HP 92298A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20 | -                                       |              |
| 49. TONER CARTRIDGE,HP C4127X                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90 | -                                       |              |
| 50 TONER CARTRIDGE, HP Q2613X                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96 | -                                       |              |
| 51. TONER CARTRIDGE,HP Q2612A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20 | -                                       |              |
| 52. TONER CARTRIDGE,HP Q5942A                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72 | -                                       |              |
| 53. TONER CARTRIDGE, HP Q6511A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56 | -                                       |              |
| 54. TONER CARTRIDGE, HP C9720A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20 | -                                       |              |
| 55. TONER CARTRIDGE, HP C9721A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80 | -                                       |              |
| 56. TONER CARTRIDGE, HP C9722A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80 | -                                       |              |
| 57. TONER CARTRIDGE, HP C9723A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60 | -                                       |              |
| 58. TONER CARTRIDGE, HP Q1338A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60 | -                                       |              |
| 59. TONER CARTRIDGE, HP Q2610A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18 | -                                       |              |
| 60. TONER CARTRIDGE, HP Q3960A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00 | -                                       |              |
| 61. TONER CARTRIDGE, HP Q3961A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10 | -                                       |              |
| 62. TONER CARTRIDGE, HP Q3962A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10 | -                                       |              |
| 63. TONER CARTRIDGE, HP Q3963A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10 | -                                       |              |
| 64. TONER CARTRIDGE, HP Q5949A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42 | -                                       |              |
| 65. TONER CARTRIDGE, HP Q7553A                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74 | -                                       |              |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62 | -                                       |              |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |    | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |    |   |              |
| 67. TONER CARTRIDGE, Lexmark 1382920                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 14,198.40                               | -            |
| 68. TONER CARTRIDGE, Brother TN3060                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 4,559.40                                | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 3,843.84                                | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 2,843.56                                | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 4,029.00                                | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 2,958.00                                | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 5,254.02                                | -            |
| 74. RIBBON, Epson RN 8755  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 84.76                                   | -            |
| 75. RIBBON, Epson RN 8750  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 76.75                                   | -            |
| 76. RIBBON, Epson RN 7754  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 127.50                                  | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 724.88                                  | -            |
| 78. RIBBON, Epson RN SO 15327  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 328.44                                  | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| COMMON OFFICE SUPPLIES   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| 1. ACETATE, gauge #3, 50m in length                                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 603.20                                  | -            |
| 2. AIR FRESHENER, 280mL/can  | can             |                      |     |       |       |     |      |      |     |      |     | 5   |     |       | 5  | 150.00                                  | 750.00       |
| 3. ALCOHOL, 70%, ethyl   | bottle          |                      |     |       |       |     |      |      |     |      |     | 10  |     |       | 10 | 100.00                                  | 1,000.00     |
| 4. AUDIO CASSETTE TAPE, 90min. recording time                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 16.12                                   | -            |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 91.50                                   | -            |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 349.44                                  | -            |
| 7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 364.00                                  | -            |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 72.80                                   | -            |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 57.20                                   | -            |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 34.81                                   | -            |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 8.42                                    | -            |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     | 15  |     |       | 15 | 17.00                                   | 255.00       |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 43.68                                   | -            |
| 14 CLIP, backfold, 19mm, 12s/box                                     | box             |                      |     |       |       |     |      |      |     |      |     | 15  |     |       | 15 | 15.00                                   | 225.00       |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     |      |     | 10  |     |       | 10 | 22.00                                   | 220.00       |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 21.84                                   | -            |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 45.76                                   | -            |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 45.76                                   | -            |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 67.60                                   | -            |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 19.64                                   | -            |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 9.82                                    | -            |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 70.00                                   | -            |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 67.07                                   | -            |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 560.56                                  | -            |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 675.86                                  | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 26. ENVELOPE, mailing white, 500s/box                          | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 159.78 | -                                       |              |
| 27. ENVELOPE, mailing white with window, 500s                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58 | -                                       |              |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60 | -                                       |              |
| 29. ENVELOPE, expanding, plastic, legal size                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81  | -                                       |              |
| 30. ENVELOPE, documentary, A4, 500s/box                        | box             |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 526.24 | 526.24                                  |              |
| 31. ERASER, blackboard/whiteboard                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -                                       |              |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 6.00   | 60.00                                   |              |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20  | -                                       |              |
| 34. FOLDER, pressboard, plain, legal, 100s/box                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64 | -                                       |              |
| 35. FOLDER, tagboard, legal size, 100s/box                     | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 413.92 | -                                       |              |
| 36. FOLDER, tagboard, A4 size, 100s/box                        | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 253.76 | -                                       |              |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                | pack            |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 350.00 | 1,050.00                                |              |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                   | bundle          |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 370.00 | 1,110.00                                |              |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack           | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52 | -                                       |              |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack        | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 228.80 | -                                       |              |
| 41. GLUE, all purpose, 300 grams min.                          | jar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.43  | -                                       |              |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97  | -                                       |              |
| 43. INDEX CARD,3"x 5",ruled both sides, 500s/pack              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45  | -                                       |              |
| 44. INDEX CARD, 5" x 8",ruled both side, 500s/pack             | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84  | -                                       |              |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50  | -                                       |              |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68  | -                                       |              |
| 47. INDEX TAB, self-adhesive, 5 sets/box                       | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60  | -                                       |              |
| 48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube             | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44  | -                                       |              |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle              | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54 | -                                       |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61  | -                                       |              |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end    | piece           |                      |     |       |       |     |      |      |     |      | 30  |     |     | 30    | 70.00  | 2,100.00                                |              |
| 52. MAP PIN, round head, 100s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40  | -                                       |              |
| 53. MARKER, fluorescent, 3 colors/set                          | set             |                      |     |       |       |     |      |      |     |      | 6   |     |     | 6     | 41.60  | 249.60                                  |              |
| 54. MARKING PEN, whiteboard, black                             | piece           |                      |     |       |       |     |      |      |     |      | 24  |     |     | 24    | 20.00  | 480.00                                  |              |
| 55. MARKING PEN, whiteboard, blue                              | piece           |                      |     |       |       |     |      |      |     |      | 24  |     |     | 24    | 20.00  | 480.00                                  |              |
| 56. MARKING PEN, whiteboard, red                               | piece           |                      |     |       |       |     |      |      |     |      | 24  |     |     | 24    | 20.00  | 480.00                                  |              |
| 57. MARKER, permanent, black                                   | piece           |                      |     |       |       |     |      |      |     |      | 24  |     |     | 24    | 25.00  | 600.00                                  |              |
| 58. MARKER, permanent, blue                                    | piece           |                      |     |       |       |     |      |      |     |      | 24  |     |     | 24    | 25.00  | 600.00                                  |              |
| 59. MARKER, permanent, red                                     | piece           |                      |     |       |       |     |      |      |     |      | 24  |     |     | 24    | 25.00  | 600.00                                  |              |
| 60. MARKING PEN, for transparency                              | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24  | -                                       |              |
| 61. NOTE BOOK, stenographer's, 40 leaves                       | piece           |                      |     |       |       |     |      |      |     |      | 40  |     |     | 40    | 15.00  | 600.00                                  |              |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                          | pad             |                      |     |       |       |     |      |      |     |      | 20  |     |     | 20    | 40.00  | 800.00                                  |              |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                          | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 52.00  | -                                       |              |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                          | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32 | -                                       |              |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |    | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |    |   |              |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 31.20                                   | -            |
| 66. OIL, for general purpose, 120 mL                                     | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 30.99                                   | -            |
| 67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm                | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 104.80                                  | -            |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 56.06                                   | -            |
| 70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)                           | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 145.60                                  | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 80gsm              | ream            |                      |     |       |       |     |      |      |     |      | 40  |     |     |       | 40 | 160.00                                  | 6,400.00     |
| 72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm                | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 194.66                                  | -            |
| 73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad                          | pad             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 20.57                                   | -            |
| 74. PAPER, thermal,210mmx30M, 1/2" core                                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 36.40                                   | -            |
| 75. PAPER, thermal, 216mmx30M, 1/2" core                                 | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 37.44                                   | -            |
| 76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm                            | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 139.32                                  | -            |
| 77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack                      | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 161.20                                  | -            |
| 78.PAPER FASTENER, for paper, metal, 50 sets/box                         | box             |                      |     |       |       |     |      |      |     |      | 4   |     |     |       | 4  | 90.00                                   | 360.00       |
| 79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box                          | box             |                      |     |       |       |     |      |      |     |      | 4   |     |     |       | 4  | 25.00                                   | 100.00       |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             |                      |     |       |       |     |      |      |     |      | 3   |     |     |       | 3  | 15.00                                   | 45.00        |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             |                      |     |       |       |     |      |      |     |      | 6   |     |     |       | 6  | 30.00                                   | 180.00       |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 18.20                                   | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 30.00                                   | -            |
| 84. RECORD BOOK, 300 pages, smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      | 25  |     |     |       | 25 | 60.00                                   | 1,500.00     |
| 85. RECORD BOOK, 500 pages, smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 88.40                                   | -            |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 15.81                                   | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 644.80                                  | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 468.00                                  | -            |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 4.37                                    | -            |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 12.48                                   | -            |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 12.48                                   | -            |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 28.13                                   | -            |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     |       |       |     |      |      |     |      | 1   |     |     |       | 1  | 138.00                                  | 138.00       |
| 94. RULER, plastic, 300mm  | piece           |                      |     |       |       |     |      |      |     |      | 3   |     |     |       | 3  | 12.00                                   | 36.00        |
| 95. RULER, plastic, 450mm  | piece           |                      |     |       |       |     |      |      |     |      | 3   |     |     |       | 3  | 40.00                                   | 120.00       |
| 96. SIGN PEN, black  | piece           |                      |     |       |       |     |      |      |     |      | 30  |     |     |       | 30 | 45.00                                   | 1,350.00     |
| 97. SIGN PEN, blue   | piece           |                      |     |       |       |     |      |      |     |      | 30  |     |     |       | 30 | 45.00                                   | 1,350.00     |
| 98. SIGN PEN, red  | piece           |                      |     |       |       |     |      |      |     |      | 30  |     |     |       | 30 | 45.00                                   | 1,350.00     |
| 99. STAMP PAD INK, violet, 50mL  | bottle          |                      |     |       |       |     |      |      |     |      | 2   |     |     |       | 2  | 35.00                                   | 70.00        |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                               | piece           |                      |     |       |       |     |      |      |     |      | 2   |     |     |       | 2  | 30.00                                   | 60.00        |
| 101. STAPLE WIRE, standard, #35  | box             |                      |     |       |       |     |      |      |     |      | 4   |     |     |       | 4  | 30.00                                   | 120.00       |
| 102. TAPE, adding machine, GSP bond                                      | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 10.66                                   | -            |
| 103. TAPE, masking, 24mm, 50 meters length                               | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 41.60                                   | -            |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 120.00 | 1,200.00                                |              |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      | 20  |     |     | 20    | 45.00  | 900.00                                  |              |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 28.00  | 280.00                                  |              |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 35.00  | 350.00                                  |              |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl               | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76  | -                                       |              |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl            | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 87.36  | -                                       |              |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      |     |       |       |     |      |      |     |      | 8   |     |     | 8     | 90.00  | 720.00                                  |              |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20  | -                                       |              |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40 | -                                       |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |   |              |
| COMMON OFFICE DEVICES   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |   |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.40  | -                                       |              |
| 2. CUTTER, heavy duty   | piece           |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 35.00  | 350.00                                  |              |
| 3. PUNCHER, heavy duty  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 114.40 | -                                       |              |
| 4. SCISSORS, (6")   | pair            |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 18.72  | 37.44                                   |              |
| 5. SHARPENER, single cutterhead                               | piece           |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 147.35 | 147.35                                  |              |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80 | -                                       |              |
| 7. STAPLER, heavy duty, standard                              | piece           |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 162.84 | 325.68                                  |              |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 19.64  | 58.92                                   |              |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 40.23  | -                                       |              |
| 10. WASTE BASKET, plastic                                     | piece           |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 20.99  | 41.98                                   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |   |              |
| COMMON JANITORIAL SUPPLIES                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |   |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56  | -                                       |              |
| 2. BROOM, soft (tambo)  | piece           |                      |     |       |       |     |      |      |     |      | 4   |     |     | 4     | 130.00 | 520.00                                  |              |
| 3. BROOM, STICK (tingting)                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.76  | -                                       |              |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.32  | -                                       |              |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 25.00  | 250.00                                  |              |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 23.92  | -                                       |              |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20 | -                                       |              |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      |     |       |       |     |      |      |     |      | 2   |     |     | 2     | 35.00  | 70.00                                   |              |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80 | -                                       |              |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80 | -                                       |              |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50 | -                                       |              |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32 | -                                       |              |
| 13. INSECTICIDE, 600mL (420g) /can                            | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 116.48 | -                                       |              |
| 14. MOPHANDLE, screw type, wooden handle                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20  | -                                       |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |    | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |    |   |              |
| 15. MOPHEAD, 100% rayon, 400g   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 71.76                                   | -            |
| 16. RAG, COTTON, (7") in diameter   | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 43.68                                   | -            |
| 17. SCOURING PAD, economy size  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 131.96                                  | -            |
| 18. TOILET BOWL & URINAL CLEANER, 900ml   | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 62.40                                   | -            |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack   | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 33.28                                   | -            |
| 20. TRASHBAG, plastic, black, (XL)  | roll            |                      |     |       |       |     |      |      |     |      |     | 2   |     |       | 2  | 120.00                                  | 240.00       |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| LEGAL SIZE PAPER  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| 1. PAPER, bond, Premium Grade   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 119.22                                  | -            |
| 2. PAPER, mimeo, Groundwood   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 91.52                                   | -            |
| 3. PAPER, mimeo, Whitewove  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 120.02                                  | -            |
| 4. PAPER, for PPC   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 173.33                                  | -            |
| 5. PAPER, multicopy, legal, for laser printing  | ream            |                      |     |       |       |     |      |      |     |      |     | 4   |     |       | 4  | 195.00                                  | 780.00       |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| COMMON OFFICE EQUIPMENT   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 1,144.00                                | -            |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24                                     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 7,953.92                                | -            |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20                                     | unit            |                      |     |       |       |     |      |      |     |      |     | 3   |     |       | 3  | 14,000.00                               | 42,000.00    |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20                                      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 13,497.12                               | -            |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 12,155.52                               | -            |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon            | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 1,892.80                                | -            |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor                                | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 925.60                                  | -            |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case   | unit            |                      |     |       |       |     |      |      |     |      |     | 3   |     |       | 3  | 341.12                                  | 1,023.36     |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 161.08                                  | -            |
| 10. CHAIR, monobloc, without armrest,beige/white  | unit            |                      |     |       |       |     |      |      |     |      |     | 12  |     |       | 12 | 900.00                                  | 10,800.00    |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4)  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 19,552.00                               | -            |



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|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |   |              |
| reference points demarcate viewing area, 8 times      |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| (800%) consecutive zoom, PC and Doc Cam VS            |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 12. ELECTRIC FAN, orbit type                          | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,346.26                                | -            |
| 13. ELECTRIC FAN, with stand                          | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 764.40                                  | -            |
| 14. ELECTRIC FAN, wall type                           | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 745.68                                  | -            |
| 15. INDUSTRIAL FAN, 18" metal blade                   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 934.84                                  | -            |
| 16. FACSIMILE TRANSCEIVER, uses thermal paper         | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 4,451.20                                | -            |
| 50m/roll, for documents 216mm x 600mm, 15 sec         |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| transmission speed, scanning width 208mm,             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| document feeder holds 10 pages, with automatic        |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| paper cutter, redial, and fax/tel switchover          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,130.48                                | -            |
| of fire, squeeze type,non-electrical conductor,non-   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| toxic, non-corrosive, 4.5kg (10lbs.), brand new       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire       | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 4,726.80                                | -            |
| rating of 1A, 1BC for ABC class of fire, squeeze type |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| non-electrical conductor, 4.5kg (10 lbs), brand new   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens,           | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 24,939.20                               | -            |
| 2000 hours lamp life, supports SVGA to SXGA           |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| (compressed) resolution                               |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 20. PAPER TRIMMER/CUTTING MACHINE,                    | unit            |                      |     |       |       |     |      |      |     |      |     | 1   |     |       | 1 | 12,000.00                               | 12,000.00    |
| 350MM cutting size, 30 sheets cutting cap.            |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| automatic clamping, stationery blade guard,           |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| A4-A6 format indications                              |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 21. PAPER SHREDDER, 220mm feed opening,               | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 6,238.96                                | -            |
| 4mm shred width, 0.06m/sec shred speed,               |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 6-8 sheets performance, approx 5kg in weight          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 22. PRINTER, automatic data processing, impact        | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 28,672.80                               | -            |
| dot matrix, 9-pins, 136 columns, complete w/          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| ribbons, cables and manual, Epson FX-2190             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 23. PRINTER, automatic data processing, impact        | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 35,859.20                               | -            |
| dot matrix, 24-pins, 136 columns, complete w/         |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| ribbons, cables and manual, Epson LQ-2180             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 24. PRINTER, impact dot matrix, 9-pin, 80             | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 7,124.00                                | -            |
| columns, with ribbon, cables and manual               |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| ribbons, cables and manual, Epson LX-300+             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 4,139.20                                | -            |
| 1200 dpi, with power cord, interface cable            |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |
| software drivers and complete documentation, ML-2250  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |   |              |

[illegible]

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |   |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24   | -                                       |              |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24   | -                                       |              |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24   | -                                       |              |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24   | -                                       |              |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12 | -                                       |              |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12 | -                                       |              |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12 | -                                       |              |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -                                       |              |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40 | -                                       |              |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -                                       |              |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -                                       |              |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08   | -                                       |              |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88   | -                                       |              |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90   | -                                       |              |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90   | -                                       |              |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90   | -                                       |              |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46   | -                                       |              |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12 | -                                       |              |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72   | -                                       |              |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72   | -                                       |              |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72   | -                                       |              |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72   | -                                       |              |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72   | -                                       |              |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78 | -                                       |              |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 682.38   | -                                       |              |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml          | cart            |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 973.08   | 9,730.80                                |              |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml        | cart            |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 973.08   | 9,730.80                                |              |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml         | cart            |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 973.08   | 9,730.80                                |              |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml         | cart            |                      |     |       |       |     |      |      |     |      | 10  |     |     | 10    | 1,363.74 | 13,637.40                               |              |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 467.12   | -                                       |              |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -                                       |              |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -                                       |              |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -                                       |              |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 390.66   | -                                       |              |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32   | -                                       |              |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,232.16 | -                                       |              |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.16   | -                                       |              |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78 | -                                       |              |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54   | -                                       |              |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |   |              |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,177.08 | -                                       |              |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 706.86   | -                                       |              |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,374.96 | -                                       |              |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 589.86   | -                                       |              |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 903.72   | -                                       |              |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -                                       |              |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32   | -                                       |              |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 322.32   | -                                       |              |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 747.66   | -                                       |              |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00   | -                                       |              |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00   | -                                       |              |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 561.00   | -                                       |              |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,122.00 | -                                       |              |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32   | -                                       |              |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 332.32   | -                                       |              |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,550.40 | -                                       |              |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -                                       |              |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -                                       |              |
| 58. INK CARTRIDGE, Brother LC67HYH, yellow                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 938.40   | -                                       |              |
| 59. INK CARTRIDGE, Brother LC 39BK, black                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 681.36   | -                                       |              |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -                                       |              |
| 61. INK CARTRIDGE, Brother LC 39C, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -                                       |              |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90   | -                                       |              |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -                                       |              |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,221.96 | -                                       |              |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,075.70 | -                                       |              |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,662.60 | -                                       |              |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,009.40 | -                                       |              |
| 70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,138.32 | -                                       |              |
| 71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38 | -                                       |              |
| 72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08 | -                                       |              |
| 73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -                                       |              |
| 74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -                                       |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50 | -                                       |              |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46 | -                                       |              |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68 | -                                       |              |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82 | -                                       |              |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48 | -                                       |              |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48 | -                                       |              |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48 | -                                       |              |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04 | -                                       |              |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42 | -                                       |              |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42 | -                                       |              |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42 | -                                       |              |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32 | -                                       |              |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46 | -                                       |              |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60 | -                                       |              |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60 | -                                       |              |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60 | -                                       |              |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66 | -                                       |              |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66 | -                                       |              |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66 | -                                       |              |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66 | -                                       |              |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66 | -                                       |              |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -                                       |              |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -                                       |              |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -                                       |              |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -                                       |              |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50 | -                                       |              |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -                                       |              |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -                                       |              |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -                                       |              |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -                                       |              |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |   |              |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -                                       |              |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -                                       |              |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -                                       |              |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -                                       |              |
| 109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44 | -                                       |              |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44 | -                                       |              |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44 | -                                       |              |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44 | -                                       |              |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44 | -                                       |              |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44 | -                                       |              |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88 | -                                       |              |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88 | -                                       |              |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88 | -                                       |              |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88 | -                                       |              |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88 | -                                       |              |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88 | -                                       |              |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94 | -                                       |              |

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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94    | -                                       |              |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94    | -                                       |              |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94    | -                                       |              |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30    | -                                       |              |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/900WD - 143    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90    | -                                       |              |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/900WD - 143 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90    | -                                       |              |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/900WD - 143  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90    | -                                       |              |
| 129. TONER CARTRIDGE, HP C3906F, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06  | -                                       |              |
| 130. TONER CARTRIDGE, HP CB435A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86  | -                                       |              |
| 131. TONER CARTRIDGE, HP CB436A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34  | -                                       |              |
| 132. TONER CARTRIDGE, HP CB540A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60  | -                                       |              |
| 133. TONER CARTRIDGE, HP CB541A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00  | -                                       |              |
| 134. TONER CARTRIDGE, HP CB542A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00  | -                                       |              |
| 135. TONER CARTRIDGE, HP CB543A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00  | -                                       |              |
| 136. TONER CARTRIDGE, HP CC364A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00  | -                                       |              |
| 137. TONER CARTRIDGE, HP CC530A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30  | -                                       |              |
| 138. TONER CARTRIDGE, HP CC531A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14  | -                                       |              |
| 139. TONER CARTRIDGE, HP CC532A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14  | -                                       |              |
| 140. TONER CARTRIDGE, HP CC533A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14  | -                                       |              |
| 141. TONER CARTRIDGE, HP CE250A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02  | -                                       |              |
| 142. TONER CARTRIDGE, HP CE251A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92 | -                                       |              |
| 143. TONER CARTRIDGE, HP CE252A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92 | -                                       |              |
| 144. TONER CARTRIDGE, HP CE253A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92 | -                                       |              |
| 145. TONER CARTRIDGE, HP CE255A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22  | -                                       |              |
| 146. TONER CARTRIDGE, HP CE260A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74  | -                                       |              |
| 147. TONER CARTRIDGE, HP CE261A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -                                       |              |
| 148. TONER CARTRIDGE, HP CE262A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -                                       |              |
| 149. TONER CARTRIDGE, HP CE263A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -                                       |              |
| 150. TONER CARTRIDGE, HP CE278A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,011.04  | -                                       |              |
| 151. TONER CARTRIDGE, HP CE285A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,655.06  | -                                       |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |   | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |   |              |
| 152. TONER CARTRIDGE, HP CE505A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,590.40                                | -            |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 6,592.26                                | -            |
| 154. TONER CARTRIDGE, HP Q6000A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,115.08                                | -            |
| 155. TONER CARTRIDGE, HP Q6001A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,395.58                                | -            |
| 156. TONER CARTRIDGE, HP Q6002A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,395.58                                | -            |
| 157. TONER CARTRIDGE, HP Q6003A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,395.58                                | -            |
| 158. TONER CARTRIDGE, HP Q6470A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,420.28                                | -            |
| 159. TONER CARTRIDGE, HP Q6471A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,389.68                                | -            |
| 160. TONER CARTRIDGE, HP Q6472A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,389.68                                | -            |
| 161. TONER CARTRIDGE, HP Q6473A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,389.68                                | -            |
| 162. TONER CARTRIDGE, HP Q7581A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 6,977.82                                | -            |
| 163. TONER CARTRIDGE, HP Q7582A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 6,977.82                                | -            |
| 164. TONER CARTRIDGE, HP Q7583A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 6,977.82                                | -            |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 4,222.80                                | -            |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,661.00                                | -            |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,661.00                                | -            |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,661.00                                | -            |
| 169. TONER CARTRIDGE, Brother TN-2025   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 2,601.00                                | -            |
| 170. TONER CARTRIDGE, Brother TN-2130   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,785.00                                | -            |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,264.00                                | -            |
| 172. TONER CARTRIDGE, Lexmark X340A11G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,967.00                                | -            |
| 173. TONER CARTRIDGE, Lexmark E360H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 11,776.92                               | -            |
| 174. TONER CARTRIDGE, Lexmark E450A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 6,684.06                                | -            |
| 175. TONER CARTRIDGE, Lexmark T650A11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 9,445.20                                | -            |
| 176. TONER CARTRIDGE, Lexmark T650H11P  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 25,586.70                               | -            |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,112.02                                | -            |
| 178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,095.92                                | -            |
| 179. TONER CARTRIDGE, Developer, Epson C13So50087, for printer EPL-5900/5900L     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,194.86                                | -            |
| 180. TONER CARTRIDGE, Developer, Epson C13So50166, 6K, for printer EPL-6200       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 5,053.08                                | -            |
| 181. TONER CARTRIDGE, Developer, Epson C13So50167, 3K, for printer EPL-6200/6200L | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 3,211.98                                | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| 182. TONER CARTRIDGE,Epson C13S050440, Std Cap, for printer AL-M2010D/DN                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -                                       |              |
| 183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46  | -                                       |              |
| 184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78  | -                                       |              |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00 | -                                       |              |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,987.00  | -                                       |              |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,805.00  | -                                       |              |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,768.50  | -                                       |              |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,978.40  | -                                       |              |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 449.80    | -                                       |              |
| 191. RIBBON CARTRIDGE, for OKI ML 1120  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00  | -                                       |              |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,142.40  | -                                       |              |
| 193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,129.14  | -                                       |              |
| 194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.34    | -                                       |              |
| 195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 344.76    | -                                       |              |
| 196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,224.00  | -                                       |              |
| 197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/-8000/8500 Black Ribbon (S015055) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44    | -                                       |              |
| 198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,030.20  | -                                       |              |
| 199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 373.32    | -                                       |              |
| 200. PRINTHEAD, HP 11, black, C4810A , 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78  | -                                       |              |
| 201. PRINTHEAD, HP 11, cyan, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78  | -                                       |              |
| 202. PRINTHEAD, HP 11, magenta C4812A, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78  | -                                       |              |
| 203. PRINTHEAD, HP 11 yellow, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78  | -                                       |              |
| 204. Photoconductor Kit, Lexmark PN 12A8302   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,120.80  | -                                       |              |
| 205. Photoconductor Kit, Lexmark PN E260X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00  | -                                       |              |
| 206. Photoconductor Kit, Lexmark PN E250X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00  | -                                       |              |



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[illegible]



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| Item & Specifications                                 | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |       | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |       |   |              |
| Internal HDD : Seagate 4TB 5900 RPM                   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| 3.5 " SATA (ST4000 DM000) SATA GGb/s                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Graphic Cards : Powercolor HD6990 4Gb GDDR5 256       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| H175Ax6 990 4GbD5-M4D                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Chassis : Corsair Obsidian 550D Mid-Tower             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| CPU Cooler: Cooler Master Hyper 212 Evo               |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Power Supply: Seasonic X-1250 Gold                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Full Modular Power Supply (1250W)                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Keyboard / Mouse : A4Tech KRS8520D Blk                |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Monitor : 27" LED Monitor with HDMI                   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Blu ray Burner : Lite On iHBS312 12x Blu ray Burner   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| UPS : APC Back-UPS 660W,1100VA 230V (BX1100Ci-AS)     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| 3 A3 Flatbed Scanner                                  | unit            |                      |     |       |       |     |      |      |     |      | 1   |     |     |       | 1 LOT | 809,880.00                              |              |
| ► Scanner type: Flatbed, ADF                          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Scan resolution, optical: Up to 600 dpi               |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Duty cycle (daily): Recommended daily duty cycle:     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| 3000 pages  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Bit depth: 24-bit                                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Levels of grayscale: 256                              |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       |   |              |
| Multifeed detection: Yes, ultrasonic                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Scan size (flatbed), maximum: 216 x 356 mm (A3)       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Media types: Paper (plain, inkjet, photo)             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Scan file format:                                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| PDF (image-only, searchable, MRC, PDF/A, encrypted),  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| TIFF (single page, multi-page, compressed: G3, G4,    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| LZW, JPEG,DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML,    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| OPF, JPG, BMP, PNG                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Automatic document feeder scan speed:                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Up to 50 ppm/100 ipm (b&w, color, grayscale, 200 dpi) |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Scanning options (ADF)                                |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Single-pass duplex                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| Scan size (ADF), maximum 216 x 864 mm                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |       | -                                       |              |
| 4 Router  | unit            |                      |     |       |       |     |      |      |     |      | 1   |     |     |       |       | -                                       |              |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| ► Dual Band Wireless-N900 Gigabit Router   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Standards: IEEE 802.11a, IEEE 802.11b,   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| IEEE 802.11g, IEEE 802.11n, IPv4, IPv6   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Data Rate: 802.11a : 6,9,12,18,24,36,48,54Mbps   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| 802.11b : 1, 2, 5.5, 11Mbps  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| 802.11g : 6,9,12,18,24,36,48,54Mbps  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| 802.11n : up to 450Mbps  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Antenna: Detachable antenna x 3  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Operating Frequency: 2.4G~2.4835GHz /5.1~5.8GHz  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Encryption: 64-bit WEP, 128-bit WEP, WPA2-PSK, WPA   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| PSK, WPA-Enterprise, WPA2-Enterprise, WPS support  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Firewall & Access Control:   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Firewall: SPI intrusion detection,DoS protection   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| Access control: Parental control, Network service  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| filter , URL filter, Port filter   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           | -                                       |              |
| *Other Categories  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 1 A3 Heavy Duty Paper Cutter - (cutting length capability: 17" (430mm) A3; Manual spiral action clamp; Spindle guided back gauge; Side lay with measuring scale; High quality steel blade; Calibrated for fine adjustment of measurement | unit            |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 12,000.00 | 12,000.00                               |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |           | -                                       |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |           | -                                       |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |           | -                                       |              |
| 2 A3 Ring Bind Machine - (Maximum thickness of binding:50mm ;Maximum thickness of Punching: 25 pages; Hole distance: 14.3mm; 24 holes; 24 pcs movable knife  | unit            |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 18,000.00 | 18,000.00                               |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |           | -                                       |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |           | -                                       |              |
| 3 Heavy Duty Industrial Stapler - 7-70mm adjustable stapling margin; capacity up to 210 sheets of 80GSM papers   | unit            |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 5,000.00  | 5,000.00                                |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |           | -                                       |              |
| 4 A4 Ring Bind Machine - heavy duty binding machine; binding capacity 450 sheets (A4 80g) 21 holes adjustable punch hole(40.5x29x16.5cm)   | unit            |                      |     |       |       |     |      |      |     |      | 1   |     |     | 1     | 16,000.00 | 16,000.00                               |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |

\*\*\*GRAND TOTAL: .....

1,161,399:37

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

\*\*\*Grand total for items under A and B

| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (01.1.2014) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|---|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                   |              |

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



CRISTOPHER S.P. ESPINA

Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Accountant /

Local Budget Officer

Approved:



ELVIRA A. ZAMORA

Vice Pres. for Development

Head of Office/Agency

Date Prepared:

Sept. 11, 2014

**University of the Philippines System**

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: Technology Transfer and Business Development Office/OVPD**

| CODE | GENERAL DESCRIPTION                                    | QUANTITY<br>/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|--|-----------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |  |                       |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | <b>Consumables</b>                                     |                       |                     |                                  |     |     |     |     |     |      |     |      |     |     |     |
|      | Ink Cartridge – HP Black #703                          |                       | 7,000.00            |                                  |     |     |     |     | 10  |      |     | 5    |     |     | 5   |
|      | Ink Cartridge – HP Tri color #703                      |                       | 3,500.00            |                                  |     |     |     |     |     |      |     | 5    |     |     | 5   |
|      | Ink Cartridge – HP Inkjet Black #685                   |                       | 1,700.00            |                                  |     |     |     |     |     |      |     | 5    |     |     |     |
|      | Ink Cartridge – HP Inkjet Cyan #685                    |                       | 1,700.00            |                                  |     |     |     |     |     |      |     | 5    |     |     |     |
|      | Ink Cartridge – HP Inkjet Magenta #685                 |                       | 1,700.00            |                                  |     |     |     |     |     |      |     | 5    |     |     |     |
|      | Ink Cartridge – HP Inkjet Black #685                   |                       | 3,400.00            |                                  |     |     |     |     |     |      |     | 5    |     |     | 5   |
|      | Muratec Toner Cartridge TS1820                         |                       | 17,000.00           |                                  |     |     |     |     |     |      |     | 2    |     |     |     |
|      | Fax Film Ribbon with Cartridge for Brother Fax Machine |                       | 990.00              |                                  | 4   |     |     |     |     |      |     | 2    |     |     |     |
|      | Handsoaps  |                       | 560.00              |                                  |     | 1   |     |     |     | 2    |     |      | 2   |     | 2   |
|      | Powerbase Rechargeable                                 |                       | 249.75              |                                  |     | 1   |     |     |     |      |     |      |     |     |     |
|      | Dishwashing Liquid                                     |                       | 360.00              |                                  |     | 1   |     | 1   | 1   | 1    | 1   | 1    | 1   | 1   |     |
|      | Coffee   |                       | 1,600.0             |                                  |     | 1   |     | 1   | 1   | 1    | 1   | 1    | 1   | 1   |     |
|      | Coffee Creamer   |                       | 315.00              |                                  |     | 1   |     |     | 1   | 1    | 1   | 1    | 1   | 1   |     |
|      | Coffee Stirrer   |                       | 54.00               |                                  |     | 1   |     |     | 1   |      |     | 1    |     |     |     |
|      | Water Refill   |                       | 3,990.00            | 10                               | 10  | 10  | 10  | 10  | 10  | 10   | 10  | 10   | 10  | 10  | 4   |
|      | Sub-total  |                       | <b>40,074.75</b>    |                                  |     |     |     |     |     |      |     |      |     |     |     |

*Approved by Anna*  
JUL 30 2014

**University of the Philippines System**

[illegible]

| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |
| 8                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| 9                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
| 10                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0  | -            |
|                       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |  | 35,831.85    |

\*\*\*GRAND TOTAL: .....

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for Items under A.


\*\*\*Grand total for Items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.


Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

  
JENNIFER B. PEÑANO  
Administrative Officer II

\_\_\_\_\_  
Accountant /

  
ATTY. ELIZABETH R. PULUMBARIT  
Officer-in-Charge

Date Prepared:

7/24/14



JUL 25 2014

May 5 2014

## ANNUAL PROCUREMENT PLAN FOR 2014

### For Common-Use Supplies and Equipment

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: UP Technology Transfer and Business Development Office  
Region: NCR  
Address: G/F NIMBB Bldg. National Science Complex  
University of the Philippines, Diliman, Q.C.

Contact Person: Jennifer B. Peñano  
Position: Administrative Officer  
E-mail : jbbolina@gmail.com  
Telephone/Mobile Nos: 09236937076

[illegible]

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 14. TAPE, electrical  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 520.00                                   | -            |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 818.48                                   | -            |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 581.67                                   | -            |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 951.08                                   | -            |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 480.48                                   | -            |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 778.96                                   | -            |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 338.00                                   | -            |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.80                                   | -            |
| 9. COMPACT DISK CASE, 50 CDs capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.84                                    | -            |
| 10. COMPACT DISK DRIVE CLEANER  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.22                                    | -            |
| 11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.79                                     | -            |
| 12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           |                      |     |       |       |     |      |      | 10  |      | 50  |     |     | 60    | 16.62                                    | 997.20       |
| 13. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.70                                    | -            |
| 14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      | 20  |      | 30  |     |     | 50    | 19.96                                    | 998.00       |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 292.08                                   | -            |
| 16. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           |                      |     |       | 4     |     |      |      |     |      |     |     |     | 4     | 468.00                                   | 1,872.00     |
| 17. INK CARTRIDGE, HP 51645A (HP 45)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,216.86                                 | -            |
| 18. INK CARTRIDGE, HP C6615DA (HP 15)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,149.54                                 | -            |
| 19. INK CARTRIDGE, HP C1823DA (HP 23)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,489.20                                 | -            |
| 20. INK CARTRIDGE, HP C6625A (HP 17)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,250.52                                 | -            |
| 21. INK CARTRIDGE, HP C6578A/D (HP 78)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                 | -            |
| 22. INK CARTRIDGE, HP C6614D (HP 20)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,344.36                                 | -            |
| 23. INK CARTRIDGE, HP C4844A (HP 10)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,402.50                                 | -            |
| 24. INK CARTRIDGE, HP C8727AA (HP 27)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 743.58                                   | -            |
| 25. INK CARTRIDGE, HP C8728AA (HP 28)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 873.12                                   | -            |
| 26. INK CARTRIDGE, HP C6656AA (HP 56)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 810.90                                   | -            |
| 27. INK CARTRIDGE, HP C6657AA (HP 57)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52                                 | -            |
| 28. INK CARTRIDGE, HP C9351AA (HP 21)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 615.06                                   | -            |
| 29. INK CARTRIDGE, HP C9352AA (HP 22)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 708.90                                   | -            |
| 30. INK CARTRIDGE, HP C8765WA (HP 94)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 820.08                                   | -            |
| 31. INK CARTRIDGE, HP C8766WA (HP 95)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 32. INK CARTRIDGE, HP C9361WA (HP 93)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 787.44                                   | -            |
| 33. INK CARTRIDGE, HP C9362WA (HP 92)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54                                   | -            |
| 34. INK CARTRIDGE, HP CB314A (HP 900), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 256.02                                   | -            |
| 35. INK CARTRIDGE, HP CB315A (HP 900), tri-color  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 329.46                                   | -            |



| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 36. INK CARTRIDGE, Epson TO17                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | -  | -            |
| 37. INK CARTRIDGE, Epson TO18                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | -  | -            |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 40. INK CARTRIDGE, Epson TO38                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson TO39                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB connection type                 | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 197.60                                   | -            |
| 43. TONER CARTRIDGE, HP C3906A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE, HP C3903A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE, HP C4092A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE, HP C4096A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE, HP C7115A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 48. TONER CARTRIDGE, HP 92298A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE, HP C4127X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50. TONER CARTRIDGE, HP Q2613X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE, HP Q2612A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 52. TONER CARTRIDGE, HP Q5942A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| COMMON OFFICE SUPPLIES                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280mL/can                             | can             |                      |     | 3     |       |     |      |      |     | 3    |     |     |     | 6     | 92.56                                    | 555.36       |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.70                                    | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 4. AUDIO CASSETTE TAPE, 90min. recording time                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                    | -            |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50                                    | -            |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 349.44                                   | -            |
| 7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00                                   | -            |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80                                    | -            |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81                                    | -            |
| 11. CLIP, bulldog (3")   | piece           |                      |     |       |       |     |      | 5    |     | 10   |     |     |     | 15    | 8.42                                     | 126.30       |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             |                      |     |       |       |     |      | 5    |     | 20   |     |     |     | 25    | 15.60                                    | 390.00       |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     | 20   |     |     |     | 20    | 43.68                                    | 873.60       |
| 14. CLIP, backfold, 19mm, 12s/box                                    | box             |                      |     |       |       |     |      |      |     | 30   |     |     |     | 30    | 7.54                                     | 226.20       |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             |                      |     |       |       |     |      | 5    |     | 50   |     |     |     | 55    | 17.42                                    | 958.10       |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84                                    | -            |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9.82                                     | -            |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.47                                    | -            |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      | 3   |     |     | 3     | 67.07                                    | 201.21       |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      |     |       |       |     |      |      |     | 1    |     |     |     | 1     | 560.56                                   | 560.56       |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 675.86                                   | -            |
| 26. ENVELOPE, mailing white, 500s/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 159.78                                   | -            |
| 27. ENVELOPE, mailing white with window, 500s                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58                                   | -            |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81                                    | -            |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             |                      |     |       |       |     |      |      |     | 2    | 1   |     |     | 3     | 526.24                                   | 1,578.72     |
| 31. ERASER, blackboard/whiteboard                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68                                     | -            |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 851.64                                   | -            |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 413.92                                   | -            |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 253.76                                   | -            |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      |     |       |       |     |      |      |     | 10   | 10  |     |     | 20    | 301.60                                   | 6,032.00     |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          |                      |     |       |       |     |      |      |     | 10   | 10  |     |     | 20    | 312.00                                   | 6,240.00     |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 247.52                                   | -            |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 228.80                                   | -            |
| 41. GLUE, all purpose, 300 grams min.                                | jar             |                      |     |       |       |     |      |      |     | 2    | 3   |     |     | 5     | 37.43                                    | 187.15       |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97                                    | -            |
| 43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45                                    | -            |
| 44. INDEX CARD, 5" x 8", ruled both side, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84                                    | -            |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50                                    | -            |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68                                    | -            |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube                  | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54                                   | -            |

| Item & Specifications                                       | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61                                    | -            |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56                                    | -            |
| 52. MAP PIN, round head, 100s/box                           | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 53. MARKER, fluorescent, 3 colors/set                       | set             |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 41.60                                    | 416.00       |
| 54. MARKING PEN, whiteboard, black                          | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 15.08                                    | 150.80       |
| 55. MARKING PEN, whiteboard, blue                           | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 15.08                                    | 150.80       |
| 56. MARKING PEN, whiteboard, red                            | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 15.08                                    | 150.80       |
| 57. MARKER, permanent, black                                | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 13.50                                    | 135.00       |
| 58. MARKER, permanent, blue                                 | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 13.50                                    | 135.00       |
| 59. MARKER, permanent, red                                  | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 13.50                                    | 135.00       |
| 60. MARKING PEN, for transparency                           | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24                                    | -            |
| 61. NOTE BOOK, stenographer's, 40 leaves                    | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 7.49                                     | 74.90        |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 36.40                                    | 364.00       |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 52.00                                    | 520.00       |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 112.32                                   | 1,123.20     |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                       | pad             |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 31.20                                    | 312.00       |
| 66. OIL, for general purpose, 120 mL                        | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.99                                    | -            |
| 67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm  | ream            |                      |     |       |       |     |      |      |     | 10   |     | 5   |     | 15    | 104.80                                   | 1,572.00     |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm     | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06                                    | -            |
| 70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)             | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60                                   | -            |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 144.35                                   | -            |
| 72. PAPER, for Plain Paper Copier, 254mm 356mm (B4), 70gsm  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 194.66                                   | -            |
| 73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad            | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57                                    | -            |
| 74. PAPER, thermal, 210mmx30M, 1/2" core                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 75. PAPER, thermal, 216mmx30M, 1/2" core                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44                                    | -            |
| 76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm             | ream            |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 139.32                                   | 1,393.20     |
| 77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack       | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20                                   | -            |
| 78. PAPER FASTENER, for paper, metal, 50 sets/box           | box             |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 82.04                                    | 820.40       |
| 79.. PAPER CLIP, gem type, jumbo, 48mm, 100s/box            | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.60                                    | -            |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                    | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8.84                                     | -            |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box            | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24.89                                    | -            |
| 82. PENCIL, mechanical, for 0.5mm lead                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20                                    | -            |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box     | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.00                                    | -            |
| 84. RECORD BOOK, 300 pages, Smyth sewn                      | book            |                      |     |       |       |     |      |      |     | 3    |     |     |     | 3     | 50.44                                    | 151.32       |
| 85. RECORD BOOK, 500 pages, Smyth sewn                      | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| 86. RIBBON, nylon, manual typewriter                        | spool           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 15.81                                    | -            |
| 87. RIBBON, nylon, for Kitano Bundy Clock                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80                                   | -            |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00                                   | -            |
| 89. RING BINDER, (1/2"x44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.37                                     | -            |
| 90. RING BINDER, (3/4"x44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 91. RING BINDER, (1" x 44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12.48                                    | -            |
| 92. RING BINDER, (2" x 44"), plastic                        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28.13                                    | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |    | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |    |   |              |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 132.68                                    | -            |
| 94. RULER, plastic, 300mm  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 3.64                                      | -            |
| 95. RULER, plastic, 450mm  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 36.40                                     | -            |
| 96. SIGN PEN, black  | piece           |                      |     |       |       |     |      |      | 10  |      | 10  |     |     |       | 20 | 41.48                                     | 829.60       |
| 97. SIGN PEN, blue   | piece           |                      |     |       |       |     |      |      | 10  |      | 10  |     |     |       | 20 | 41.48                                     | 829.60       |
| 98. SIGN PEN, red  | piece           |                      |     |       |       |     |      |      | 10  |      | 10  |     |     |       | 20 | 41.48                                     | 829.60       |
| 99. STAMP PAD INK, violet, 50mL  | bottle          |                      |     |       |       |     |      |      | 5   |      | 5   |     |     |       | 10 | 27.04                                     | 270.40       |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                               | piece           |                      |     |       |       |     |      |      | 5   |      |     |     |     |       | 5  | 24.96                                     | -            |
| 101. STAPLE WIRE, standard, #35  | box             |                      |     |       |       |     |      |      | 5   |      |     |     |     |       | 5  | 25.98                                     | 129.90       |
| 102. TAPE, adding machine, GSP bond                                      | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 10.66                                     | -            |
| 103. TAPE, masking, 24mm, 50 meters length                               | roll            |                      |     |       |       |     |      |      | 5   |      |     |     |     |       | 5  | 41.60                                     | 208.00       |
| 104. TAPE, masking, 48mm, 50 meters length                               | roll            |                      |     |       |       |     |      |      | 5   |      |     |     |     |       | 5  | 83.82                                     | 419.10       |
| 105. TAPE, transparent, 24mm, 50 meters                                  | roll            |                      |     |       |       |     |      |      | 5   |      |     |     |     |       | 5  | 10.87                                     | 54.35        |
| 106. TAPE, transparent, 48mm, 50 meters                                  | roll            |                      |     |       |       |     |      |      | 5   |      |     |     |     |       | 5  | 20.38                                     | 101.90       |
| 107. TAPE, packaging, 48mm, 50 meters length                             | roll            |                      |     |       |       |     |      |      | 2   |      |     |     |     |       | 2  | 19.24                                     | 38.48        |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl                          | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 97.76                                     | -            |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl                       | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 87.36                                     | -            |
| 110. TOILET TISSUE, 12 rolls/pack  | pack            |                      |     |       |       |     |      |      | 5   |      | 5   |     |     |       | 10 | 61.15                                     | 611.50       |
| 111. TWINE, plastic, one kilo per roll                                   | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 57.20                                     | -            |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 166.40                                    | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| COMMON OFFICE DEVICES  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 10.40                                     | -            |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack                          | pack            |                      |     |       |       |     |      |      | 2   |      |     |     |     |       | 2  | 27.04                                     | 54.08        |
| 2. CUTTER, heavy duty  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 114.40                                    | -            |
| 3. PUNCHER, heavy duty   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 4  | 18.72                                     | 74.88        |
| 4. SCISSORS, (6")  | pair            |                      |     | 4     |       |     |      |      |     |      |     |     |     |       | 0  | 147.35                                    | -            |
| 5. SHARPENER, single cutterhead  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 436.80                                    | -            |
| 6. STAMPING DATER, self-inking stamp                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 162.84                                    | -            |
| 7. STAPLER, heavy duty, standard   | piece           |                      |     |       |       |     |      |      | 1   |      |     |     |     |       | 1  | 19.64                                     | 19.64        |
| 8. STAPLE REMOVER, twin jaws   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 40.23                                     | -            |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 20.99                                     | -            |
| 10. WASTE BASKET, plastic  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   |              |
| COMMON JANITORIAL SUPPLIES   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 14.56                                     | -            |
| 1. BATHROOM SOAP, 70gms.   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 119.60                                    | -            |
| 2. BROOM, soft (tambo)   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 19.76                                     | -            |
| 3. BROOM, STICK (tingting)   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 17.32                                     | -            |
| 4. CLEANSER, powder, 350gms.   | canister        |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 17.16                                     | -            |
| 5. DETERGENT POWDER, all purpose, 500gms.                                | pouch           |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |   | -            |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar            | bar             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 23.92                                     | -            |
| 7. DISINFECTANT SPRAY, 400 grams net content                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 239.20                                    | -            |
| 8. DUST PAN, non-rigid plastic, with detachable handle                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 26.00                                     | -            |
| 9. FLOOR WAX, paste, natural, 2kgs.                                      | can             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 306.80                                    | -            |
| 10. FLOOR WAX, paste, red, 2kgs.   | can             |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0  | 306.80                                    | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|---|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| 11. FLOOR WAX, liquid type, 3.75L  | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50    | -   |              |
| 12. FURNITURE CLEANER, 300mL/can min   | can             |                      |     | 2     |       |     |      |      | 2   |      |     |     |     | 4     | 112.32    | 449.28                                    |              |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 116.48    | -   |              |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20     | -   |              |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 71.76     | -   |              |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68     | -   |              |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       |       |     |      |      | 3   |      |     |     |     | 3     | 131.96    | 395.88                                    |              |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 62.40     | -   |              |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.28     | -   |              |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79    | -   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| LEGAL SIZE PAPER   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 1. PAPER, bond, Premium Grade  | ream            |                      |     |       |       |     |      |      | 5   |      | 3   |     |     | 8     | 119.22    | 953.76                                    |              |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52     | -   |              |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02    | -   |              |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33    | -   |              |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72    | -   |              |
|  |                 |                      |     |       |       |     |      |      | 5   |      | 3   |     |     |       |           |   |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| COMMON OFFICE EQUIPMENT  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00  | -   |              |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92  | -   |              |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52  | -   |              |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12 | -   |              |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52 | -   |              |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/lluminated display AC power source, Canon                  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80  | -   |              |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor                                     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60    | -   |              |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 341.12    | -   |              |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      | 1   |      |     |     |     | 1     | 161.08    | 161.08                                    |              |
| 10. CHAIR, monobloc, without armrest,beige/white   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20    | -   |              |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00 | -   |              |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26  | -   |              |
| 13. ELECTRIC FAN, with stand   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40    | -   |              |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68    | -   |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 15. INDUSTRIAL FAN, 18" metal blade   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84                                   | -            |
| 16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20                                 | -            |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48                                 | -            |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80                                 | -            |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20                                | -            |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96                                 | -            |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96                                 | -            |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80                                | -            |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20                                | -            |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00                                 | -            |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20                                 | -            |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00                                | -            |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96                                | -            |
| 28. RADIO CASSETTE RECORDER, with AM/ FM Radio  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60                                 | -            |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00                                 | -            |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS)   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,038.40                                 | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| line interactive topology, with sealed maintenance   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| free batteries, 520VA-600VA  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>HANDBOOKS ON PROCUREMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for: |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| a. Procurement of Goods & Services, 110-115 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                    | -            |
| b. Procurement of Civil Works, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                    | -            |
| c. Procurement of Consulting Services, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                    | -            |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (5th Edition), 6" x 9", 228 pages,   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                    | -            |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                    | -            |
| HANDBOOK ON GENERIC PROCUREMENT  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                   | -            |
| MANUAL (GPM), A-4 size (210mm x 297mm), foldcote 12 w/ plastic lamination, one (1) set of four   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| (4) volumes as follows:  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume I (103 pages) - white color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>OTHER CONSUMABLES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA (HP13), black, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A (HP 13), cyan  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow, 14 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A (HP 11), cyan 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A (HP 11), yellow 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 9. INK CARTRIDGE, HP C4906AA (HP 940XL), black   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 10. INK CARTRIDGE, HP C4907AA (HP 940XL), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA (HP 940XL), magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA (HP 940XL), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 13. INK CARTRIDGE, HP C4936A (HP 18), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 14. INK CARTRIDGE, HP C4937A (HP 18), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 15. INK CARTRIDGE, HP C4938A (HP 18), magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP 18), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black, 10 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 18. INK CARTRIDGE, HP C8767WA (HP96), black, 21 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 19. INK CARTRIDGE, HP C8771WA (HP 02), cyan, 4 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 20. INK CARTRIDGE, HP C8772WA (HP 02), magenta, 3.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA (HP 02), yellow, 6 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA (HP 02), light cyan, 5.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |

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**University of the Philippines System**

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|--|-----------------|-------------------|--|--|--|--|--|--|--|---|--|-------|--|--|
|  | Tarpaulin Stand | 6,000.00          |  |  |  |  |  |  |  | 2 |  |       |  |  |
|  | <b>Subtotal</b> | <b>326,000.00</b> |  |  |  |  |  |  |  |   |  |       |  |  |
|  | <b>Printing</b> |                   |  |  |  |  |  |  |  |   |  |       |  |  |
|  | Handbooks       | 65,000.00         |  |  |  |  |  |  |  |   |  | 3,000 |  |  |
|  | Primer          | 20,000.00         |  |  |  |  |  |  |  |   |  | 1,000 |  |  |
|  | Graphic Artist  | 25,000.00         |  |  |  |  |  |  |  |   |  | 1     |  |  |
|  | <b>Subtotal</b> | <b>110,000.00</b> |  |  |  |  |  |  |  |   |  |       |  |  |
|  | <b>TOTAL</b>    | <b>793,519.75</b> |  |  |  |  |  |  |  |   |  |       |  |  |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Jennifer B. Peñano  
Administrative Officer

Date: 7/24/14

Submitted By:

Atty. Elizabeth R. Pulumbarit

Officer-in-Charge  
Technology Transfer and Business Development Office

Date: 7/24/14

# **INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)**

Address

## **PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: UP-Information Technology Development Center (ITDC)**

| CODE | GENERAL DESCRIPTION          | QUANTITY/<br>SIZE/PRICE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|------------------------------|-------------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                              |                         |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Air freshener                | 48pcs/can/P87           | 4,176               | 4                                | 4   | 4   | 4   | 4   | 4   | 4    |     | 4    | 4   |     | 4   |
|      | Alcohol                      | 81pcs/Bottle/P39        | 3,159               | 18                               |     | 10  |     | 18  |     | 10   |     | 15   |     | 10  |     |
|      | Bathroom Soap                | 45/Piece /P22           | 990                 | 10                               |     | 5   |     | 10  |     | 5    |     | 10   |     | 5   |     |
|      | Battery size AA              | 27/Pack/P20             | 540                 | 6                                |     | 3   |     | 6   |     | 3    |     | 6    |     | 3   |     |
|      | Battery size AAA             | 24/Pack/P16             | 384                 | 5                                |     | 3   |     | 5   |     | 3    |     | 5    |     | 3   |     |
|      | Broom Stick                  | 24/Each/P 23            | 552                 | 5                                |     | 3   |     | 5   |     | 3    |     | 5    |     | 3   |     |
|      | Bond paper A4                | 200/reams/P171          | 34,200              | 50                               |     |     | 50  |     |     | 50   |     |      | 50  |     |     |
|      | Broom Soft                   | 36/Each /P94            | 3,384               | 8                                |     | 4   |     | 8   |     | 4    |     | 8    |     | 4   |     |
|      | Clip-double 50mm             | 70/Box/P42              | 2,940               | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-back fold 25mm          | 70/Box /P10             | 700                 | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-double binder 32mm      | 70/Box/P17              | 1,190               | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-double binder 3/4" 19mm | 70/Box /P7              | 490                 | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-gem type jumbo          | 70/Box/P15              | 1,050               | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip- gem type 33mm          | 70/Box /P7              | 490                 | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |

# **INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)**

Address

|  |                            |               |       |           |           |           |           |           |   |           |           |           |           |           |   |
|--|----------------------------|---------------|-------|-----------|-----------|-----------|-----------|-----------|---|-----------|-----------|-----------|-----------|-----------|---|
|  | Correction tape            | 80/Each /P13  | 1,040 | <b>20</b> |           |           | <b>20</b> |           |   | <b>20</b> |           |           | <b>20</b> |           |   |
|  | Detergent Powder           | 44/Pouch/P23  | 1,012 | <b>8</b>  |           | 8         |           | 8         |   | 8         |           | 8         |           | 4         |   |
|  | Dust Pan                   | 6/Piece /P26  | 156   | <b>3</b>  |           |           |           |           |   | 3         |           |           |           |           |   |
|  | Envelope-Long              | 3/Box /P503   | 1,509 | <b>1</b>  |           |           |           | 1         |   |           |           |           | 1         |           |   |
|  | Envelope- Short(A4)        | 3/Box /P404   | 1,212 | <b>1</b>  |           |           |           | 1         |   |           |           |           | 1         |           |   |
|  | Fastener                   | 14/Box/P62    | 868   | <b>5</b>  |           |           |           | 5         |   |           |           | 4         |           |           |   |
|  | Folder legal size          | 6/Pack /P274  | 1,644 | <b>2</b>  |           |           |           | 2         |   |           |           | 2         |           |           |   |
|  | Folder A4 size             | 6/Pack /P200  | 1,200 | <b>2</b>  |           |           |           | 2         |   |           |           | 2         |           |           |   |
|  | Furniture Polish (Splenda) | 48/Can /P94   | 4,512 | <b>4</b>  | 4         | 4         | 4         | 4         | 4 | 4         | 4         | 4         | 4         | 4         | 4 |
|  | Post it                    | 160/Piece/P18 | 2,880 | <b>20</b> | <b>20</b> |           | <b>20</b> | <b>20</b> |   | <b>20</b> | <b>20</b> |           | <b>20</b> | <b>20</b> |   |
|  | Marking Pen-WB Black       | 336/Piece/P13 | 4,368 | <b>56</b> |           | 56        |           | 56        |   | 56        |           | 56        |           | 56        |   |
|  | Marking Pen-WB Blue        | 168/Piece/P13 | 2,184 | <b>28</b> |           | 28        |           | 28        |   | 28        |           | 28        |           | 28        |   |
|  | Marking Pen-WB Red         | 168/Piece/12  | 2,016 | <b>28</b> |           | 28        |           | 28        |   | 28        |           | 28        |           | 28        |   |
|  | Mop handle                 | 6/Each/P94    | 564   | <b>3</b>  |           |           |           |           |   | 3         |           |           |           |           |   |
|  | Mop Head                   | 18/Each /P92  | 1,656 | <b>6</b>  |           |           |           | 6         |   |           | 6         |           |           |           |   |
|  | Push Pins                  | 15/box/P15    | 225   | <b>10</b> |           |           |           |           | 3 |           |           |           | 2         |           |   |
|  | Record Book-300 pages      | 12/Piece /P52 | 624   | <b>3</b>  |           |           | 3         |           |   | 3         |           |           | 3         |           |   |
|  | Ring Binder 25mm           | 90/Each /     | 1,170 | <b>15</b> |           | <b>15</b> |           | <b>15</b> |   | <b>15</b> |           | <b>15</b> |           | <b>15</b> |   |
|  | Scissors                   | 36/Each /P15  | 540   | <b>18</b> |           |           |           |           |   | 18        |           |           |           |           |   |

**INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)**

Address

[illegible]

**INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)**

Address

## **PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: **UP-Information Technology Development Center (ITDC)**

[illegible]



**INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)**

Address

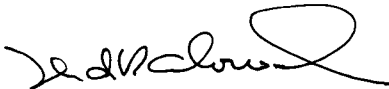
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**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
**GARRY F. PASCUA**  
Administrative Support Staff

Submitted By:

  
**PAULO NOEL G. PAJE**  
IT Project Development Officer

Annual Procurement Plan For Year 2014  
UPITDC Supplies

Department/Bureau/Office  
Region:  
Address:

Information Technology Development Center  
NCR  
Vidal Tan Hall Quirino Ave. Cor. Velasquez St. UP Diliman Quezon City

Contact Person  
Position  
E-mail  
Telephone

Garry F. Pascua  
Administrative Support Staff  
garrypascua@ittc.up.edu.ph  
9202080

(UPITDC) Annual Procurement Plan for FY \_\_\_\_\_ 2014

| Code (PAP) | Procurement Program/Project    | PMO/End-User | Mode of Procurement | Pre-Proc Conferen | Ads/Post of IAEB | Pre-bid Conf | Eligibility Check | Schedule for Each Procurement Activity |               |           |                 |                  |                   |                    |              | Source of Funds | Estimated Budget (PhP) |      |    | Remarks (brief description of Program/Project) |
|------------|--------------------------------|--------------|---------------------|-------------------|------------------|--------------|-------------------|--|---------------|-----------|-----------------|------------------|-------------------|--------------------|--------------|-----------------|------------------------|------|----|--|
|            |                                |              |                     |                   |                  |              |                   | Sub/Ope n of Bids                      | Bid Evaluatio | Post Qual | Notice of Award | Contract Signing | Notice to Proceed | Delivery/ Completi | Acceptan ce/ |                 | Total                  | MOOE | CO |  |
|            | Air freshener                  |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 4,176                  |      |    |  |
|            | Alcohol                        |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 3,159                  |      |    |  |
|            | Bathroom Soap                  |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 990                    |      |    |  |
|            | Battery size AA                |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 540                    |      |    |  |
|            | Battery size AAA               |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 384                    |      |    |  |
|            | Broom Stick                    |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 552                    |      |    |  |
|            | Bond paper A4                  |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 34,200                 |      |    |  |
|            | Broom Soft                     |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 3,384                  |      |    |  |
|            | Clip-double 50mm               |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 2,940                  |      |    |  |
|            | Clip-back fold 25mm            |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 700                    |      |    |  |
|            | Clip-double binder 32mm        |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,190                  |      |    |  |
|            | Clip-double binder 3/4" 19mm   |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 490                    |      |    |  |
|            | Clip-qem type jumbo            |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,050                  |      |    |  |
|            | Clip- qem type 33mm            |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 490                    |      |    |  |
|            | Correction tape                |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,040                  |      |    |  |
|            | Detergent Powder               |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,012                  |      |    |  |
|            | Dust Pan                       |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 156                    |      |    |  |
|            | Envelope-Long                  |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,509                  |      |    |  |
|            | Envelope- Short(A4)            |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,212                  |      |    |  |
|            | Fastener                       |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 868                    |      |    |  |
|            | Folder legal size              |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,644                  |      |    |  |
|            | Folder A4 size                 |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,200                  |      |    |  |
|            | Furniture Polish (Splenda)     |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 4,512                  |      |    |  |
|            | Post it                        |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 2,880                  |      |    |  |
|            | Marking Pen-WB Black           |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 4,368                  |      |    |  |
|            | Marking Pen-WB Blue            |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 2,184                  |      |    |  |
|            | Marking Pen-WB Red             |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 2,016                  |      |    |  |
|            | Mop handle                     |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 564                    |      |    |  |
|            | Mop Head                       |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,656                  |      |    |  |
|            | Push Pins                      |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 225                    |      |    |  |
|            | Record Book-300 pages          |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 624                    |      |    |  |
|            | Ring Binder 25mm               |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,170                  |      |    |  |
|            | Scissors                       |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 540                    |      |    |  |
|            | Sign Pen Black                 |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 9,936                  |      |    |  |
|            | Sign Pen Blue                  |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 4,968                  |      |    |  |
|            | Sign Pen Red                   |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 3,096                  |      |    |  |
|            | Staple remover                 |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 324                    |      |    |  |
|            | Staple wire                    |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 690                    |      |    |  |
|            | Tape Dispenser                 |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 188                    |      |    |  |
|            | Tape-transparent 24mm          |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 612                    |      |    |  |
|            | Toilet Bowl and Urinal Cleaner |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,008                  |      |    |  |
|            | Toilet Deodorant               |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 1,560                  |      |    |  |
|            | Jumbo roll tissue              |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 43,200                 |      |    |  |
|            | Trash bag Plastic              |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 6,960                  |      |    |  |
|            | Aircon repair services         |              |                     |                   |                  |              |                   |  |               |           |                 |                  |                   |                    |              |                 | 96,000                 |      |    |  |

|                                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                    |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------------|--|--|--|--|
| Food                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 500,000            |  |  |  |  |
| Toner                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 90,000             |  |  |  |  |
| Computer Keyboard                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15,000             |  |  |  |  |
| Computer Mouse                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 9,000              |  |  |  |  |
| Utilities (Electricity and Water) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1,920,000          |  |  |  |  |
| Telephone Communication           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 66,000             |  |  |  |  |
| Exoenses                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 50,000             |  |  |  |  |
| Light supply (CFL)                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7,135,700          |  |  |  |  |
| <b>Personal Services</b>          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 100,000            |  |  |  |  |
| Salary-Contrac Staff              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 200,000            |  |  |  |  |
| Building Maintenance              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 40,000             |  |  |  |  |
| Rental of facilities              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2,000,000          |  |  |  |  |
| Wire Extention                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 4,200              |  |  |  |  |
| Desktop                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20,000             |  |  |  |  |
| Rj-45                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 100,000            |  |  |  |  |
| Telephone (Handset)               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 42,000             |  |  |  |  |
| Embedded Equipment                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>Grand Total</b> |  |  |  |  |
| UTP Cable                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>12,545,867</b>  |  |  |  |  |

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN

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Ref. No. \_\_\_\_\_  
Date: AUG 26 2014  
Time: 9:43  
By: FRANK

END-USER/UNIT:

[illegible]

**eUP PROJECT**  
3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

[illegible]



# **eUP PROJECT**

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

|  |                    |                       |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--|--------------------|-----------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 13. Hosting Services (eUP Staging Servers) | 12/month           | 9,000,000.00          | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 14. Hosting Services (Other Systems)       | 12/month           | 400,000.00            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 15. HEUG                                   | 1/year             | 71,729.00             |   |   |   | 1 |   |   |   |   |   |   |   |   |   |
| 16. Educause Membership                    | 1/year             | 40,000.00             |   |   |   |   |   |   |   |   | 1 |   |   |   |   |
| 17. APNIC                                  | 1/year             | 215,000.00            |   |   |   | 1 |   |   |   |   |   |   |   |   |   |
| 18. Security Certificates                  | 12/month           | 180,000.00            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 19. Equipment Maintenance                  | 12/month           | 1,200,000.00          | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 20. Training Workshops                     | 12/month           | 900,000.00            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 21. Training Expenses                      | 12/month           | 3,750,000.00          | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 22. Miscellaneous Expenses                 | 1/year             | 6,000.00              | 1 |   |   |   |   |   |   |   |   |   |   |   |   |
|  |                    |                       |   |   |   |   |   |   |   |   |   |   |   |   |   |
| <b>MOOE-Services-Contractual Staff</b>     |                    |                       |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. Salary -Contractual Staff               | 12/month           | 25,264,386.00         | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|  |                    |                       |   |   |   |   |   |   |   |   |   |   |   |   |   |
| <b>CAPITAL OUTLAY (CO)</b>                 |                    |                       |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. eUP                                     | 12/month           | 66,091,722.00         | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|  |                    |                       |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | <b>GRAND TOTAL</b> | <b>268,613,612.55</b> |   |   |   |   |   |   |   |   |   |   |   |   |   |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

*Nicalyn Clamor*  
**NICALYN CLAMOR**  
eUP Training Coordinator

Submitted By:

*Dr. Jaime D.L. Caro*  
**DR. JAIME D.L. CARO**  
Asst. Vice-President for Development  
eUP Project Director

## Annual Procurement Plan for Year 2014

Department/Bureau/Office: eUP  
Region: NCR  
Address: Vidal Tan Hall Quirino Ave. Cor. Velasquez St. UP Diliman Quezon City

**Contact Person:** Jason R. Balais  
**Position:** Deputy Team Leader  
**E-mail:** [jason@ittc.up.edu.ph](mailto:jason@ittc.up.edu.ph)  
**Telephone:** 02-225-1291

| Procurement Program/Project                            | End-User | Mode of Procurement | Schedule for Each Procurement Activity |                 |              |                   |                  |                |           |                 |                  |                   |                     |                       | Source of Funds | Estimated Budget (PHP) |      |    | Remarks (brief description of Program/Project) |
|--|----------|---------------------|--|-----------------|--------------|-------------------|------------------|----------------|-----------|-----------------|------------------|-------------------|---------------------|-----------------------|-----------------|------------------------|------|----|--|
|  |          |                     | Pre-Proc Conference                    | Ads/Post of IAB | Pre-bid Conf | Eligibility Check | Sub/Open of Bids | Bid Evaluation | Post Qual | Notice of Award | Contract Signing | Notice to Proceed | Delivery/Completion | Acceptance / Turnover |                 | Total                  | MOOE | CO |  |
| HARDWARE AND INFRASTRUCTURE                            |          |                     |  |                 |              |                   |                  |                |           |                 |                  |                   |                     |                       |                 | 50,000,000.00          |      |    |  |
| 1. Software Maintenance                                | eUP      | Public Bidding      | Dec-14                                 | Dec-14          | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          | Dec-14           | Dec-14            | Dec-14              | Dec-14                |                 | 104,750.00             |      |    |  |
| 2. Projector Screen                                    | eUP      | Shopping            |  |                 |              | Apr-14            |                  |                |           |                 |                  |                   | Apr-14              | Apr-14                |                 | 81,000.00              |      |    |  |
| 3. Software (Microsoft Office for Mac Home and Student | eUP      | Shopping            |  |                 |              | May-14            |                  |                |           |                 |                  |                   | May-14              | May-14                |                 | 144,000.00             |      |    |  |
| 4. IT Network Cabinet                                  | eUP      | Shopping            |  |                 |              | Sep-14            |                  |                |           |                 |                  |                   | Sep-14              | Sep-14                |                 | 500,000.00             |      |    |  |
| 5. Fiber (Network Equipment)                           | eUP      | Public Bidding      |  |                 | Apr-14       | Apr-14            | Apr-14           | Apr-14         | Apr-14    | Apr-14          |                  |                   | Apr-14              | Apr-14                |                 | 500,000.00             |      |    |  |
| 6. Quezon Hall Conference Room and Equipment           | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 650,000.00             |      |    |  |
| 7. Quezon Hall Room Equipment                          | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 800,000.00             |      |    |  |
| 8. Projectors (6000 Lumens)                            | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 780,000.00             |      |    |  |
| 9. High Performance Computer System                    | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 920,000.00             |      |    |  |
| 10. External Storage System for Video and Audio        | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 900,000.00             |      |    |  |
| 11. External Storage System for Documents              | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 600,000.00             |      |    |  |
| 12. External Storage                                   | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 900,000.00             |      |    |  |
| 13. Servers  | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 940,500.00             |      |    |  |
| 14. Workstation  | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 1,900,000.00           |      |    |  |
| 15. All-in-One PC                                      | eUP      | Public Bidding      | Dec-14                                 | Dec-14          | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 950,000.00             |      |    |  |
| 16. Network Equipment - Router                         | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 539,000.00             |      |    |  |
| 17. Printer Scanners for UP Diliman                    | eUP      | Public Bidding      |  |                 | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 295,246.55             |      |    |  |
| 18. Printer Scanner for UP ITDC                        | eUP      | Shopping            |  |                 |              | Dec-14            |                  |                |           |                 |                  |                   | Dec-14              | Dec-14                |                 | 2,295,000.00           |      |    |  |
| 19. Printer Scanners for UP Manila                     | eUP      | Public Bidding      | Dec-14                                 | Dec-14          | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 | 4,930,000.00           |      |    |  |
| 20. Printer Scanners for UP Visayas                    | eUP      | Public Bidding      | Dec-14                                 | Dec-14          | Dec-14       | Dec-14            | Dec-14           | Dec-14         | Dec-14    | Dec-14          |                  |                   | Dec-14              | Dec-14                |                 |                        |      |    |  |
|  |          |                     |  |                 |              |                   |                  |                |           |                 |                  |                   |                     |                       |                 |                        |      |    |  |
| PERSONAL SERVICES (PS)                                 | eUP      |                     |  |                 |              |                   |                  |                |           |                 |                  |                   |                     |                       |                 | 6,246,500.00           |      |    |  |
| 1. Honoraria (SMEs + Committees)                       | eUP      |                     |  |                 |              |                   |                  |                |           |                 |                  |                   |                     |                       |                 | 1,056,700.00           |      |    |  |
| 2. Project Devt Associates (PDAs)                      | eUP      |                     |  |                 |              |                   |                  |                |           |                 |                  |                   |                     |                       |                 |                        |      |    |  |

[illegible]

**eUP PROJECT**

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

UP SYSTEM S.P.M.O.

RECEIVED

Ref. No. AUG 26 2014

Date: 9:43am

Time: 9:43am

By: Emry

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT:

| CODE | GENERAL DESCRIPTION          | QUANTITY/<br>SIZE/PRICE | ESTIMATED<br>BUDGET (PhP) | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|------------------------------|-------------------------|---------------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                              |                         |                           | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Air freshener                | 120/can/P87             | 10,440.00                 | 20                               |     | 20  |     | 20  |     | 20   |     | 20   |     | 20  |     |
|      | Alcohol                      | 90/Bottle/P39           | 3,510.00                  | 15                               |     | 15  |     | 15  |     | 15   |     | 15   |     | 15  |     |
|      | Bathroom Soap                | 90/Piece/P22            | 1,980.00                  | 15                               |     | 15  |     | 15  |     | 15   |     | 15   |     | 15  |     |
|      | Battery size AA              | 60/Pack/P20             | 4,800.00                  | 10                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Battery size AAA             | 60/Pack/P16             | 3,840.00                  | 10                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Bond paper                   | 240/ream/P171           | 41,040.00                 | 60                               |     |     | 60  |     |     | 60   |     |      | 60  |     |     |
|      | Broom Stick                  | 18/Each/P23             | 414.00                    | 3                                |     | 3   |     | 3   |     | 3    |     | 3    |     | 3   |     |
|      | Broom Soft                   | 12/Each /P94            | 1,128.00                  | 3                                |     |     | 3   |     |     | 3    |     |      | 3   |     |     |
|      | Calculator                   | 10/Unit/146             | 1,460.00                  | 5                                |     |     |     |     |     | 5    |     |      |     |     |     |
|      | Clip-double 50mm             | 70/Box/P42              | 2,940.00                  | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-back fold 25mm          | 70/Box /P11             | 770.00                    | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-double binder 32mm      | 70/Box/P17              | 1,190.00                  | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-double binder 3/4" 19mm | 70/Box /P7              | 490.00                    | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip-gem type jumbo          | 70/Box/P15              | 1,050.00                  | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Clip- gem type 33mm          | 70/Box /P7              | 490.00                    | 20                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Correction tape              | 80/Each /P13            | 1,040.00                  | 20                               |     |     | 20  |     |     | 20   |     |      | 20  |     |     |
|      | Detergent Powder             | 60/Pouch/P23            | 1,380.00                  | 10                               |     | 10  |     | 10  |     | 10   |     | 10   |     | 10  |     |
|      | Dust Pan                     | 6/Piece /P26            | 156.00                    | 3                                |     |     |     |     |     | 3    |     |      |     |     |     |
|      | Envelope-Long                | 12/Box /P503            | 6,036.00                  | 3                                |     |     | 3   |     |     | 3    |     |      | 3   |     |     |

# **eUP PROJECT**

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

|                            |               |           |     |  |    |     |    |  |     |  |    |     |    |  |
|----------------------------|---------------|-----------|-----|--|----|-----|----|--|-----|--|----|-----|----|--|
| Envelope- Short(A4)        | 12/Box /P404  | 4,848.00  | 3   |  |    | 3   |    |  | 3   |  |    | 3   |    |  |
| Fastener                   | 50/Box/P62    | 3,100.00  | 20  |  |    | 10  |    |  | 10  |  |    | 10  |    |  |
| Folder legal size          | 20/Pack /P274 | 5,480.00  | 5   |  |    | 5   |    |  | 5   |  |    | 5   |    |  |
| Folder A4 size             | 20/Pack /P201 | 4,020.00  | 5   |  |    | 5   |    |  | 5   |  |    | 5   |    |  |
| Furniture Polish (Splenda) | 30/Can /P94   | 2,820.00  | 5   |  | 5  |     | 5  |  | 5   |  | 5  |     | 5  |  |
| Jumbo roll tissue          | 480/Each/P90  | 43,200.00 | 120 |  |    | 120 |    |  | 120 |  |    | 120 |    |  |
| Marking Pen-WB Black       | 48/Piece /P13 | 624.00    | 24  |  |    | 24  |    |  | 24  |  |    | 24  |    |  |
| Marking Pen-WB Red         | 24/Piece/P13  | 312.00    | 12  |  |    | 12  |    |  | 12  |  |    | 12  |    |  |
| Mop handle                 | 10/Each /P94  | 940.00    | 5   |  |    |     |    |  | 5   |  |    |     |    |  |
| Mop Head                   | 20/Each /P92  | 1,840.00  | 5   |  |    | 5   |    |  | 5   |  |    | 5   |    |  |
| Note Pad 3"x4"             | 80/Pad /P50   | 4,000.00  | 20  |  |    | 20  |    |  | 20  |  |    | 20  |    |  |
| Note Pad 3"x3"             | 120/Pad /P37  | 4,440.00  | 30  |  |    | 30  |    |  | 30  |  |    | 30  |    |  |
| Note Pad 2"x3"             | 80/Pad /P32   | 2,560.00  | 20  |  |    | 20  |    |  | 20  |  |    | 20  |    |  |
| Puncher                    | 6/Each/ P92   | 552.00    | 3   |  |    |     |    |  | 3   |  |    |     |    |  |
| Push Pins                  | 20/box/P15    | 300.00    | 5   |  |    | 5   |    |  | 5   |  |    | 5   |    |  |
| Record Book-300 pages      | 20/Piece /P52 | 1,040.00  | 10  |  |    |     |    |  | 10  |  |    |     |    |  |
| Ring Binder 25mm           | 20/Each /P13  | 260.00    | 5   |  |    | 5   |    |  | 5   |  |    | 5   |    |  |
| Scissors                   | 20/Each /P16  | 320.00    | 5   |  |    | 5   |    |  | 5   |  |    | 5   |    |  |
| Sharpener                  | 6/Each/P174   | 1,044.00  | 2   |  |    |     | 2  |  |     |  | 2  |     |    |  |
| Sign Pen Black             | 144/Each /P46 | 6,624.00  | 24  |  | 24 |     | 24 |  | 24  |  | 24 |     | 24 |  |
| Sign Pen Blue              | 72/Each/P46   | 3,312.00  | 12  |  | 12 |     | 12 |  | 12  |  | 12 |     | 12 |  |
| Sign Pen Red               | 72/Each/P43   | 3,096.00  | 12  |  | 12 |     | 12 |  | 12  |  | 12 |     | 12 |  |
| Stamp Pad                  | 6/Each/P24    | 144.00    | 3   |  |    |     |    |  | 3   |  |    |     |    |  |
| Stamp Pad Ink              | 12/Each/P24   | 288.00    | 3   |  |    | 3   |    |  | 3   |  |    | 3   |    |  |
| Staple remover             | 20/Each /P18  | 360.00    | 5   |  |    | 5   |    |  | 5   |  |    | 5   |    |  |



# **eUP PROJECT**

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

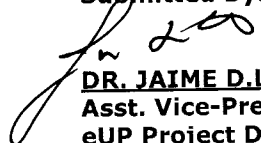
|  |  |                    |                   |    |  |   |  |    |  |   |  |    |  |   |  |
|--|--|--------------------|-------------------|----|--|---|--|----|--|---|--|----|--|---|--|
|  | Staple wire                            | 30/Box /P22        | 660.00            | 5  |  | 5 |  | 5  |  | 5 |  | 5  |  | 5 |  |
|  | Stapler                                | 6/Each/P100        | 600.00            | 2  |  |   |  | 2  |  |   |  | 2  |  |   |  |
|  | Tape-transparent 24mm                  | 30/Each /P18       | 540.00            | 5  |  | 5 |  | 5  |  | 5 |  | 5  |  | 5 |  |
|  | Tape-Dispenser                         | 6/Each/P47         | 282.00            | 3  |  |   |  |    |  | 3 |  |    |  |   |  |
|  | Tape-Masking-1"                        | 18/Roll/P50        | 900.00            | 3  |  | 3 |  | 3  |  | 3 |  | 3  |  | 3 |  |
|  | Toilet Bowl and Urinal Cleaner         | 30/Bottle /P42     | 1,260.00          | 5  |  | 5 |  | 5  |  | 5 |  | 5  |  | 5 |  |
|  | Toilet Deodorant                       | 18/Box /P26        | 468.00            | 3  |  | 3 |  | 3  |  | 3 |  | 3  |  | 3 |  |
|  | Toilet Tissue                          | 48/Package/P75     | 3,600.00          | 8  |  | 8 |  | 8  |  | 8 |  | 8  |  | 8 |  |
|  | HP 43X Black Laser Jet Toner cartridge | 8/Piece/P13,900    | 111,200.00        | 2  |  |   |  | 2  |  |   |  | 2  |  |   |  |
|  | HP Ink                                 | 40/Piece/P850      | 34,000.00         | 10 |  |   |  | 10 |  |   |  | 10 |  |   |  |
|  | 40 watts ballast                       | 30/Piece/P72       | 2,160.00          | 5  |  | 5 |  | 5  |  | 5 |  | 5  |  | 5 |  |
|  | Starter                                | 30/Piece/P4        | 120.00            | 5  |  | 5 |  | 5  |  | 5 |  | 5  |  | 5 |  |
|  | Energizer Universal Charger            | 6/Piece/P1,749     | 10,494.00         | 2  |  |   |  | 2  |  |   |  | 2  |  |   |  |
|  | Sony ICP-PX440 Voice Recorder          | 6/Piece/P5,499     | 32,994.00         | 2  |  |   |  | 2  |  |   |  | 2  |  |   |  |
|  | 32 GB Micro SD expansion memory        | 20/Piece/P1,030    | 12,360.00         | 3  |  |   |  | 3  |  |   |  | 3  |  |   |  |
|  |  | <b>GRAND TOTAL</b> | <b>391,316.00</b> |    |  |   |  |    |  |   |  |    |  |   |  |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
**NICALYN CLAMOR**  
eUP Training Coordinator

Submitted By:

  
**DR. JAIME D.L. CARO**  
Asst. Vice-President for Development  
eUP Project Director

(eUP Project) Annual Procurement Plan for FY 2014

| Code<br>(PAP) | Procurement<br>Program/Project            | PMO/<br>End-User | Mode of<br>Procurement | Schedule for Each Procurement Activity |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         | Source of<br>Funds | Estimated Budget (Php) |      |    | Remarks<br>(brief description of<br>Program/Project) |
|---------------|---|------------------|------------------------|--|---------------------|-----------------|-------------------|---------------------|----------------|--------------|--------------------|---------------------|----------------------|-------------------------|-------------------------|--------------------|------------------------|------|----|--|
|               |   |                  |                        | Pre-Proc<br>Conference                 | Ads/Post of<br>IAEB | Pre-bid<br>Conf | Eligibility Check | Sub/Open of<br>Bids | Bid Evaluation | Post<br>Qual | Notice of<br>Award | Contract<br>Signing | Notice to<br>Proceed | Delivery/<br>Completion | Acceptance/<br>Turnover |                    | Total                  | MOOE | CO |  |
|               | Air freshener                             |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 10,440.00              |      |    |  |
|               | Alcohol                                   |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 3,510.00               |      |    |  |
|               | Bathroom Soap                             |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,980.00               |      |    |  |
|               | Battery size AA                           |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 4,800.00               |      |    |  |
|               | Battery size AAA                          |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 3,840.00               |      |    |  |
|               | Bond paper                                |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 41,040.00              |      |    |  |
|               | Broom Stick                               |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 414.00                 |      |    |  |
|               | Broom Soft                                |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,128.00               |      |    |  |
|               | Calculator                                |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,460.00               |      |    |  |
|               | Clip-double 50mm                          |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 2,940.00               |      |    |  |
|               | Clip-back fold 25mm                       |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 770.00                 |      |    |  |
|               | Clip-double binder 32mm                   |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,190.00               |      |    |  |
|               | Clip-double binder ¾" 19mm                |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 490.00                 |      |    |  |
|               | Clip-gem type Jumbo                       |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,050.00               |      |    |  |
|               | Clip- gem type 33mm                       |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 490.00                 |      |    |  |
|               | Correction tape                           |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,040.00               |      |    |  |
|               | Detergent Powder                          |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,380.00               |      |    |  |
|               | Dust Pan                                  |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 156.00                 |      |    |  |
|               | Envelope-Long                             |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 6,036.00               |      |    |  |
|               | Envelope- Short(A4)                       |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 4,848.00               |      |    |  |
|               | Fastener                                  |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 3,100.00               |      |    |  |
|               | Folder legal size                         |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 5,480.00               |      |    |  |
|               | Folder A4 size                            |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 4,020.00               |      |    |  |
|               | Furniture Polish (Splenda)                |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 2,820.00               |      |    |  |
|               | Jumbo roll tissue                         |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 43,200.00              |      |    |  |
|               | Marking Pen-WB Black                      |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 624.00                 |      |    |  |
|               | Marking Pen-WB Red                        |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 312.00                 |      |    |  |
|               | Mop handle                                |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 940.00                 |      |    |  |
|               | Mop Head                                  |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,840.00               |      |    |  |
|               | Note Pad 3"x4"                            |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 4,000.00               |      |    |  |
|               | Note Pad 3"x3"                            |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 4,440.00               |      |    |  |
|               | Note Pad 2"x3"                            |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 2,560.00               |      |    |  |
|               | Puncher                                   |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 552.00                 |      |    |  |
|               | Push Pins                                 |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 300.00                 |      |    |  |
|               | Record Book-300 pages                     |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,040.00               |      |    |  |
|               | Ring Binder 25mm                          |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 260.00                 |      |    |  |
|               | Scissors                                  |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 320.00                 |      |    |  |
|               | Sharpener                                 |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,044.00               |      |    |  |
|               | Sign Pen Black                            |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 6,624.00               |      |    |  |
|               | Sign Pen Blue                             |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 3,312.00               |      |    |  |
|               | Sign Pen Red                              |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 3,096.00               |      |    |  |
|               | Stamp Pad                                 |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 144.00                 |      |    |  |
|               | Stamp Pad Ink                             |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 288.00                 |      |    |  |
|               | Staple remover                            |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 360.00                 |      |    |  |
|               | Staple wire                               |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 660.00                 |      |    |  |
|               | Stapler                                   |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 600.00                 |      |    |  |
|               | Tape-transparent 24mm                     |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 540.00                 |      |    |  |
|               | Tape-Dispenser                            |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 282.00                 |      |    |  |
|               | Tape-Masking-1"                           |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 900.00                 |      |    |  |
|               | Toilet Bowl and Urinal<br>Cleaner         |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 1,260.00               |      |    |  |
|               | Toilet Deodorant                          |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 468.00                 |      |    |  |
|               | Toilet Tissue                             |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 3,600.00               |      |    |  |
|               | HP 43X Black Laser Jet Toner<br>cartridge |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 111,200.00             |      |    |  |
|               | HP Ink                                    |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 34,000.00              |      |    |  |
|               | 40 watts ballast                          |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 2,160.00               |      |    |  |
|               | Starter                                   |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 120.00                 |      |    |  |
|               | Energizer Universal Charger               |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 10,494.00              |      |    |  |
|               | Sony ICP-PX440 Voice<br>Recorder          |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 32,994.00              |      |    |  |
|               | 32 GB Micro SD expansion<br>memory        |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 12,360.00              |      |    |  |
| GRAND TOTAL   |   |                  |                        |  |                     |                 |                   |                     |                |              |                    |                     |                      |                         |                         |                    | 391,316.00             |      |    |  |

which a government agency is established,  
ncy's administrative operations or for the

ich are intended to result in some pre-

sting, repeat order, shopping, and negotiated

sing/posting; pre-bid conference; eligibility  
, delivery/completion and

## (eUP Project) Annual Procurement Plan for FY 2015

| Code (PAP)  | Procurement Program/Project            | PMO/ End-User | Mode of Procurement | Schedule for Each Procurement Activity |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      | Source of Funds | Estimated Budget (PhP) |      |    | Remarks (brief description of Program/Project) |
|-------------|--|---------------|---------------------|--|------------------|--------------|-------------------|------------------|----------------|-----------|-----------------|------------------|-------------------|----------------------|----------------------|-----------------|------------------------|------|----|--|
|             |  |               |                     | Pre-Proc Conference                    | Ads/Post of IAEB | Pre-bid Conf | Eligibility Check | Sub/Open of Bids | Bid Evaluation | Post Qual | Notice of Award | Contract Signing | Notice to Proceed | Delivery/ Completion | Acceptance/ Turnover |                 | Total                  | MOOE | CO |  |
|             | Air freshener                          |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 7,830.00               |      |    |  |
|             | Alcohol                                |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 2,340.00               |      |    |  |
|             | Bathroom Soap                          |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,320.00               |      |    |  |
|             | Battery size AA                        |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 2,400.00               |      |    |  |
|             | Battery size AAA                       |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,920.00               |      |    |  |
|             | Bond paper                             |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 41,040.00              |      |    |  |
|             | Broom Stick                            |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 414.00                 |      |    |  |
|             | Broom Soft                             |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,128.00               |      |    |  |
|             | Calculator                             |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,460.00               |      |    |  |
|             | Clip-double 50mm                       |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 2,940.00               |      |    |  |
|             | Clip-back fold 25mm                    |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 770.00                 |      |    |  |
|             | Clip-double binder 32mm                |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,190.00               |      |    |  |
|             | Clip-double binder ¾” 19mm             |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 490.00                 |      |    |  |
|             | Clip-qem type jumbo                    |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,050.00               |      |    |  |
|             | Clip- qem type 33mm                    |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 490.00                 |      |    |  |
|             | Correction tape                        |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,040.00               |      |    |  |
|             | Detergent Powder                       |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,380.00               |      |    |  |
|             | Dust Pan                               |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 156.00                 |      |    |  |
|             | Envelope-Long                          |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 6,036.00               |      |    |  |
|             | Envelope- Short(A4)                    |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 4,848.00               |      |    |  |
|             | Fastener                               |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 3,100.00               |      |    |  |
|             | Folder legal size                      |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 5,480.00               |      |    |  |
|             | Folder A4 size                         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 4,020.00               |      |    |  |
|             | Furniture Polish                       |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 2,820.00               |      |    |  |
|             | Jumbo roll tissue                      |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 43,200.00              |      |    |  |
|             | Marking Pen-WB Black                   |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 624.00                 |      |    |  |
|             | Marking Pen-WB Red                     |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 312.00                 |      |    |  |
|             | Mop handle                             |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 940.00                 |      |    |  |
|             | Mop Head                               |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,840.00               |      |    |  |
|             | Note Pad 3”x4”                         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 4,000.00               |      |    |  |
|             | Note Pad 3”x3”                         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 4,440.00               |      |    |  |
|             | Note Pad 2”x3”                         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 2,560.00               |      |    |  |
|             | Puncher                                |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 552.00                 |      |    |  |
|             | Push Pins                              |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 300.00                 |      |    |  |
|             | Record Book-300 pages                  |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,040.00               |      |    |  |
|             | Ring Binder 25mm                       |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 260.00                 |      |    |  |
|             | Scissors                               |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 320.00                 |      |    |  |
|             | Sharpener                              |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,044.00               |      |    |  |
|             | Sign Pen Black                         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 6,624.00               |      |    |  |
|             | Sign Pen Blue                          |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 3,312.00               |      |    |  |
|             | Sign Pen Red                           |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 3,096.00               |      |    |  |
|             | Stamp Pad                              |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 144.00                 |      |    |  |
|             | Stamp Pad Ink                          |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 288.00                 |      |    |  |
|             | Staple remover                         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 360.00                 |      |    |  |
|             | Staple wire                            |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 660.00                 |      |    |  |
|             | Stapler                                |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 600.00                 |      |    |  |
|             | Tape-transparent 24mm                  |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 540.00                 |      |    |  |
|             | Tape-Dispenser                         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 282.00                 |      |    |  |
|             | Tape-Masking-1”                        |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 900.00                 |      |    |  |
|             | Toilet Bowl and Urinal Cleaner         |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 1,260.00               |      |    |  |
|             | Toilet Deodorant                       |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 468.00                 |      |    |  |
|             | Toilet Tissue                          |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 3,600.00               |      |    |  |
|             | HP 43X Black Laser Jet Toner cartridge |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 55,600.00              |      |    |  |
|             | HP Ink                                 |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 17,000.00              |      |    |  |
| GRAND TOTAL |  |               |                     |  |                  |              |                   |                  |                |           |                 |                  |                   |                      |                      |                 | 251,828.00             |      |    |  |

Encoded by : ES OLLS  
AUG 11 2014

DEFINITION

1. **PROGRAM (BESF)** - A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
2. **PROJECT (BESF)** - Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

Remarks  
Programs and projects  
should be aligned with  
budget documents, and  
especially those posted at  
the PhilGeps.

Breakdown into mode and  
cost for tracking purposes;  
aligned with budget  
documents  
Any remark that will help  
GPPB track programs and  
projects

**UP Padayon**  
Lower Ground, Ang Bahay ng Alumni,  
UP Diliman, Quezon City 1101

|                           |         |
|---------------------------|---------|
| <b>UP SYSTEM S.P.M.O.</b> |         |
| Diliman, Quezon City      |         |
| <b>RECEIVED</b>           |         |
| Ref. No. _____            | _____   |
| Date: _____               | 7/31/14 |
| Time: _____               | _____   |
| By: _____                 | _____   |

## **PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: Padayon**

| CODE | GENERAL DESCRIPTION  | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE / MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|----------------------|-------------------|---------------------|------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                      |                   |                     | Jan                                | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Expandable Envelope  | 50 each           | 2,100.00            |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Steno Notebook 6 x 9 | 10 each           | 450.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
| *    | Magazine File        | 5 pcs.            | 600.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | A4 Bond Paper        | 60 ream           | 7,200.00            |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Alcohol              | 10 bot.           | 400.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Tissue Roll          | 12 pack           | 600.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | LCD Cleaning Kits    | 3 each            | 380.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Fax Paper            | 8 roll            | 800.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Flash Drive          | 4 each            | 1,400               |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Stapler              | 10 each           | 450.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Post It              | 32 pads           | 450.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Glue                 | 10 pcs.           | 220.00              |                                    |     |     |     |     |     |      |     |      |     |     |     |
|      | Mineral Water        | 10 Gal.           | 1,200.00            |                                    |     |     |     |     |     |      |     |      |     |     |     |

Encoded 7/31/14  
Erma Olic *[Signature]*



**UP Padayon**  
Lower Ground, Ang Bahay ng Alumni,  
UP Diliman, Quezon City 1101

[illegible]

Lower Ground, Ang Bahay ng Alumni,  
UP Diliman, Quezon City 1101

[illegible]

**UP Padayon**

Lower Ground, Ang Bahay ng Alumni,  
UP Diliman, Quezon City 1101

|   |                     |          |          |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---------------------|----------|----------|--|--|--|--|--|--|--|--|--|--|--|--|
|   | Staple Wires        | 5        | 450.00   |  |  |  |  |  |  |  |  |  |  |  |  |
| * | Magazine File       | 5        | 550.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Extension Cord      | 3        | 450.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Air Freshener       | 5        | 600.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Drinking glasses    | 2 sets   | 300.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Glue Gun            | 2        | 250.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Glue Stick          | 1 dozen  | 120.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Anti Virus Software | 1        | 2,500.00 |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Log Book            | 2        | 200.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Clocks              | 1        | 200.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Push Pins           | 2 Box    | 150.00   |  |  |  |  |  |  |  |  |  |  |  |  |
|   | 10 Lace             | 150 pcs. | 1,700.00 |  |  |  |  |  |  |  |  |  |  |  |  |

**NOTE:** Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
REGIE M. REYES

Submitted By:

  
NELSON G. CAINGHOG

Head

**UNIVERSITY OF THE PHILIPPINES SYSTEM**  
Diliman , Quezon City


**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2014**  
(for Equipment)

END-USER/UNIT: UPS BUDGET OFFICE

| CODE | GENERAL DESCRIPTION                  | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|--------------------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                                      |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Ergonomic Executive chair            | 16 units          | 80,000              |                                  |     |     |     |     |     |      |     | 16   |     |     |     |
|      | Window type aircon                   | 3 units           | 75,000              |                                  |     |     |     |     |     |      |     | 3    |     |     |     |
|      | Punch and binding machine            | 2 units           | 160,000             |                                  |     |     |     |     |     |      |     | 2    |     |     |     |
|      | Server computer                      | 1 unit            | 150,000             |                                  |     |     |     |     |     |      |     | 1    |     |     |     |
|      | Software                             | 25 licenses       | 107,000             |                                  |     |     |     |     |     |      |     |      |     |     | 25  |
|      | Monochrome laser printer equipment   | 3 units           | 100,000             |                                  |     |     |     |     |     |      |     |      |     |     | 3   |
|      | Networking equipment                 | 4 units           | 36,000              |                                  |     |     |     |     |     |      |     |      |     |     | 4   |
|      | Optical scanner equipment            | 1 unit            | 50,000              |                                  |     |     |     |     |     |      |     |      |     |     | 1   |
|      | Uninterruptible power supply equipt. | 4 units           | 20,000              |                                  |     |     |     |     |     |      |     |      |     |     | 4   |
|      | Desktop computer equipment           | 5 units           | 150,000             |                                  |     |     |     | 3   |     |      |     |      |     |     | 2   |
|      | Laptop computer equipment            | 1 unit            | 60,000              |                                  |     |     |     |     |     |      |     |      |     |     | 1   |
|      | Copying machine (heavy duty)         | 1 unit            | 300,000             |                                  |     |     |     |     |     |      |     |      |     |     | 1   |
|      |                                      |                   | 1,288,000           |                                  |     |     |     |     |     |      |     |      |     |     |     |

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

  
Nestor V. Abaloyan  
Supervising Administrative Officer

Submitted by:

  
NOREEN P. ESCULTURA  
UPS BudgetDirector

*Approved by Arne*  
*[Signature]*  
JUL 10 2014

[illegible]



**UNIVERSITY OF THE PHILIPPINES SYSTEM**  
Diliman , Quezon City

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2014**

END-USER/UNIT: UPS BUDGET OFFICE

| CODE | GENERAL DESCRIPTION                   | QUANTITY/<br>SIZE | ESTIMATED<br>BUDGET | SCHEDULE/MILESTONE OF ACTIVITIES |     |     |     |     |     |      |     |      |     |     |     |
|------|---------------------------------------|-------------------|---------------------|----------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
|      |                                       |                   |                     | Jan                              | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|      | Computer memory modules               | 4 units           | 10,000              |                                  |     |     |     |     |     |      |     |      |     |     | 4   |
|      | Food during budget hearings /meetings | 11 mtgs           | 22,000              |                                  |     | 1   |     |     | 1   |      |     | 4    |     |     | 5   |
|      | Repair/maintenance of equipment       | various           | 84,000              |                                  |     | 1   |     |     | 1   |      |     | 1    |     |     | 1   |
|      | Ring Binder 2" x 44"                  | 10 pcs            | 1,000               |                                  |     | 5   |     |     |     |      |     | 5    |     |     |     |
|      | Folder Divider A4 5's/set             | 400 sets          | 10,000              |                                  |     |     |     |     |     |      |     | 400  |     |     |     |
|      | Morroco Board A4 100's/ream           | 8 reams           | 1,760               |                                  |     |     |     |     |     |      | 8   |      |     |     |     |
|      | CD R (recordable) w/shellcase         | 40 pcs            | 800                 |                                  |     |     |     |     |     |      |     | 40   |     |     |     |
|      | Ball pen - blue                       | 60 pcs.           | 1,800               | 20                               |     |     |     |     | 20  |      |     |      |     | 20  |     |
|      | Ball pen - black                      | 60 pcs.           | 1,800               | 20                               |     |     |     |     | 20  |      |     |      |     | 20  |     |
|      | Ball pen - red                        | 60 pcs.           | 1,800               | 20                               |     |     |     |     | 20  |      |     |      |     | 20  |     |
|      |                                       |                   | 398,060             |                                  |     |     |     |     |     |      |     |      |     |     |     |

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

*Nestor V. Abalayan*  
Nestor V. Abalayan  
Supervising Administrative Officer

Submitted by:

*Noreen P. Escultura*  
NOREEN P. ESCULTURA  
UPS Budget Director

P 398,060 ch vs BUDGET MODE

**BUDGET CLEARANCE**

*Noreen P. Escultura*  
NOREEN P. ESCULTURA  
Budget Director

5/17/24

**ANNUAL PROCUREMENT PLAN FOR 2014**  
**For Common-Use Supplies and Equipment**

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementsservice.org](mailto:app@procurementsservice.org)
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **UP System Budget Office**  
 Region: **NCR**  
 Address: **Diliman, Quezon City**

Contact Person: Nestor V. Abaloyan  
 Position: Supervising Administrative Officer  
 E-mail : [\\_nvabaloyan@up.edu.ph](mailto:_nvabaloyan@up.edu.ph)  
 Telephone/Mobile Nos: 09084950604

| Item & Specifications                         | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |              |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| COMMON ELECTRICAL SUPPLIES                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |   |              |
| 1. BALLAST, 18 watts                          | piece           |                      |     |       |       |     |      |      |     | 5    |     |     |     | 5     | 67.27                                     | 336.35       |
| 2. BALLAST, 36 watts                          | piece           |                      |     |       |       |     |      |      |     | 5    |     |     |     | 5     | 72.54                                     | 362.70       |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet  | packet          |                      |     |       |       |     |      |      |     | 5    |     |     |     | 5     | 36.40                                     | 182.00       |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet          |                      |     |       |       |     |      |      |     | 5    |     |     |     | 5     | 14.56                                     | 72.80        |
| 5. BATTERY, size D, alkaline, 2 pcs./packet   | packet          |                      |     |       |       |     |      |      |     | 5    |     |     |     | 5     | 68.12                                     | 340.60       |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 280.54                                    | -            |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W      | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 368.94                                    | -            |
| 8. FLUORESCENT LAMP, tubular, 18 watts        | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 32.14                                     | 321.40       |
| 9. FLUORESCENT LAMP, tubular, 36 watts        | piece           |                      |     |       |       |     |      |      |     | 10   |     |     |     | 10    | 33.85                                     | 338.50       |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79                                    | -            |
| 11. FUSE, 30 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.35                                     | -            |
| 12. FUSE, 60 amperes                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25.48                                     | -            |
| 13. STARTER, 4-40 watts                       | piece           |                      |     |       |       |     |      |      |     | 5    |     |     | 5   | 10    | 3.73                                      | 37.30        |
| 14. TAPE, electrical                          | roll            |                      |     |       |       |     |      |      |     | 3    |     |     | 3   | 6     | 18.20                                     | 109.20       |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |          |  |              |
| COMMON COMPUTER SUPPLIES/CONSUMABLES  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |          |  |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 520.00   | -  |              |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box                             | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 818.48   | -  |              |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 581.67   | -  |              |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box                               | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 951.08   | -  |              |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 480.48   | -  |              |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 778.96   | -  |              |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box                                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 338.00   | -  |              |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 722.80   | -  |              |
| 9. COMPACT DISK CASE, 50 CDs capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.84    | -  |              |
| 10. COMPACT DISK DRIVE CLEANER  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 64.22    | -  |              |
| 11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      |      |     | 25   |     |     |     | 25    | 8.79     | 219.75                                   |              |
| 12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.62    | -  |              |
| 13. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     | 5    |     |     |     | 5     | 11.70    | 58.50                                    |              |
| 14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     | 5    |     |     |     | 5     | 19.96    | 99.80                                    |              |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 292.08   | -  |              |
| 16. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           |                      |     |       |       |     |      |      |     | 16   |     |     |     | 16    | 468.00   | 7,488.00                                 |              |
| 17. INK CARTRIDGE, HP 51645A (HP 45)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,216.86 | -  |              |
| 18. INK CARTRIDGE, HP C6615DA (HP 15)   | cart            |                      |     |       |       |     |      |      |     | 4    |     |     | 2   | 6     | 1,149.54 | 6,897.24                                 |              |
| 19. INK CARTRIDGE, HP C1823DA (HP 23)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,489.20 | -  |              |
| 20. INK CARTRIDGE, HP C6625A (HP 17)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,250.52 | -  |              |
| 21. INK CARTRIDGE, HP C6578A/D (HP 78)  | cart            |                      |     |       |       |     |      |      |     | 4    |     |     | 4   | 8     | 1,352.52 | 10,820.16                                |              |
| 22. INK CARTRIDGE, HP C6614D (HP 20)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,344.36 | -  |              |
| 23. INK CARTRIDGE, HP C4844A (HP 10)  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,402.50 | -  |              |
| 24. INK CARTRIDGE, HP C8727AA (HP 27)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 743.58   | -  |              |
| 25. INK CARTRIDGE, HP C8728AA (HP 28)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 873.12   | -  |              |
| 26. INK CARTRIDGE, HP C6656AA (HP 56)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 810.90   | -  |              |
| 27. INK CARTRIDGE, HP C6657AA (HP 57)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,352.52 | -  |              |
| 28. INK CARTRIDGE, HP C9351AA (HP 21)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 615.06   | -  |              |
| 29. INK CARTRIDGE, HP C9352AA (HP 22)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 708.90   | -  |              |
| 30. INK CARTRIDGE, HP C8765WA (HP 94)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 820.08   | -  |              |
| 31. INK CARTRIDGE, HP C8766WA (HP 95)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30   | -  |              |
| 32. INK CARTRIDGE, HP C9361WA (HP 93)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 787.44   | -  |              |
| 33. INK CARTRIDGE, HP C9362WA (HP 92)   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 588.54   | -  |              |
| 34. INK CARTRIDGE, HP CB314A (HP 900), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 256.02   | -  |              |
| 35. INK CARTRIDGE, HP CB315A (HP 900), tri-color  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 329.46   | -  |              |
| 36. INK CARTRIDGE, Epson T017   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |          | -  |              |
| 37. INK CARTRIDGE, Epson T018   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |          | -  |              |

| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** P5 Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 38. INK CARTRIDGE, Lexmark # 27, colored                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,173.00                                 | -            |
| 39. INK CARTRIDGE, Lexmark # 17, black                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 984.30                                   | -            |
| 40. INK CARTRIDGE, Epson TO38                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46                                   | -            |
| 41. INK CARTRIDGE, Epson TO39                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82                                   | -            |
| 42. MOUSE, optical, USB conection type                  | piece           |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 197.60                                   | 790.40       |
| 43. TONER CARTRIDGE,HP C3906A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 44. TONER CARTRIDGE,HP C3903A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,588.00                                 | -            |
| 45. TONER CARTRIDGE,HP C4092A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,657.10                                 | -            |
| 46. TONER CARTRIDGE,HP C4096A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,112.64                                 | -            |
| 47. TONER CARTRIDGE,HP C7115A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,523.48                                 | -            |
| 48. TONER CARTRIDGE,HP g2298A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,498.20                                 | -            |
| 49. TONER CARTRIDGE,HP C4127X                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,451.90                                 | -            |
| 50. TONER CARTRIDGE, HP Q2613X                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,026.96                                 | -            |
| 51. TONER CARTRIDGE,HP Q2612A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,866.20                                 | -            |
| 52. TONER CARTRIDGE,HP Q5942A                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,105.72                                 | -            |
| 53. TONER CARTRIDGE, HP Q6511A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,077.56                                 | -            |
| 54. TONER CARTRIDGE, HP C9720A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,436.20                                 | -            |
| 55. TONER CARTRIDGE, HP C9721A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 56. TONER CARTRIDGE, HP C9722A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,710.80                                 | -            |
| 57. TONER CARTRIDGE, HP C9723A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,881.60                                 | -            |
| 58. TONER CARTRIDGE, HP Q1338A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,489.60                                 | -            |
| 59. TONER CARTRIDGE, HP Q2610A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,882.18                                 | -            |
| 60. TONER CARTRIDGE, HP Q3960A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,468.00                                 | -            |
| 61. TONER CARTRIDGE, HP Q3961A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 62. TONER CARTRIDGE, HP Q3962A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 63. TONER CARTRIDGE, HP Q3963A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,187.10                                 | -            |
| 64. TONER CARTRIDGE, HP Q5949A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,928.42                                 | -            |
| 65. TONER CARTRIDGE, HP Q7553A                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,301.74                                 | -            |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,621.62                                 | -            |
| 67. TONER CARTRIDGE, Lexmark 1382920                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14,198.40                                | -            |
| 68. TONER CARTRIDGE, Brother TN3060                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,559.40                                 | -            |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,843.84                                 | -            |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,843.56                                 | -            |
| 71. TONER CARTRIDGE, Samsung ML-2250D5                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,029.00                                 | -            |
| 72. TONER CARTRIDGE, Samsung ML-2010D3                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,958.00                                 | -            |
| 73. TONER CARTRIDGE, Kyocera TK-120                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02                                 | -            |
| 74. RIBBON, Epson RN 8755                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.76                                    | -            |
| 75. RIBBON, Epson RN 8750                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 76.75                                    | -            |
| 76. RIBBON, Epson RN 7754                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 127.50                                   | -            |
| 77. RIBBON, Epson RN SO 15083/SO 15086                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 724.88                                   | -            |
| 78. RIBBON, Epson RN SO 15327                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 328.44                                   | -            |
| <b>COMMON OFFICE SUPPLIES</b>                           |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. ACETATE, gauge #3, 50m in length                     | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 603.20                                   | -            |
| 2. AIR FRESHENER, 280mL/can                             | can             |                      |     |       |       |     | 10   |      |     | 10   |     |     | 10  | 30    | 92.56                                    | 2,776.80     |
| 3. ALCOHOL, 70%, ethyl                                  | bottle          | 10                   |     |       |       |     |      |      |     |      |     |     | 10  | 20    | 37.70                                    | 754.00       |
| 4. AUDIO CASSETTE TAPE, 90min. recording time           | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 16.12                                    | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** P5 Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.50                                    | -            |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box           | box             |                      |     | 5     |       |     | 5    |      |     | 5    |     |     |     | 15    | 349.44                                   | 5,241.60     |
| 7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 364.00                                   | -            |
| 8. CARTOLINA, assorted color, 20s/pack                               | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 72.80                                    | -            |
| 9. CARTOLINA, white, 20s/pack  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 57.20                                    | -            |
| 10. CHALK, white, dustless, 100 pcs/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 34.81                                    | -            |
| 11. CLIP, bulldog (3")   | piece           |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 8.42                                     | 336.80       |
| 12. CLIP, backfold, 25mm, 12s/box                                    | box             | 20                   |     |       |       |     | 5    |      |     | 5    |     |     | 5   | 35    | 15.60                                    | 546.00       |
| 13. CLIP, backfold, 50mm, 12s/box                                    | box             |                      |     | 5     |       |     | 5    |      |     | 5    |     |     | 5   | 20    | 43.68                                    | 873.60       |
| 14. CLIP, backfold, 19mm, 12s/box                                    | box             | 20                   |     |       |       |     | 5    |      |     | 5    |     |     | 5   | 35    | 7.54                                     | 263.90       |
| 15. CLIP, backfold, 32mm, 12s/box                                    | box             | 20                   |     |       |       |     | 5    |      |     | 5    |     |     | 5   | 35    | 17.42                                    | 609.70       |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min.                                | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 21.84                                    | -            |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 45.76                                    | -            |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min.                               | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.60                                    | -            |
| 20. COLUMNAR NOTEBOOK, 12 cols                                       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 21. CORRECTION FLUID, water based, min 15mL.                         | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9.82                                     | -            |
| 22. DATA FILE BOX, (5"x9"x15-3/4")                                   | box             |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 64.47                                    | 2,578.80     |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 67.07                                    | -            |
| 24. ENVELOPE, documentary (10"x15"), 500s/box                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 560.56                                   | -            |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box                 | box             |                      |     | 1     |       |     |      |      |     | 1    |     |     |     | 2     | 675.86                                   | 1,351.72     |
| 26. ENVELOPE, mailing white, 500s/box                                | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 159.78                                   | -            |
| 27. ENVELOPE, mailing white with window, 500s                        | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 207.58                                   | -            |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 29. ENVELOPE, expanding, plastic, legal size                         | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 39.81                                    | -            |
| 30. ENVELOPE, documentary, A4, 500s/box                              | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 526.24                                   | -            |
| 31. ERASER, blackboard/whiteboard                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 32. ERASER, rubber   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4.68                                     | -            |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20                                    | -            |
| 34. FOLDER, pressboard, plain, legal, 100s/box                       | pack            |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 851.64                                   | 3,406.56     |
| 35. FOLDER, tagboard, legal size, 100s/box                           | pack            |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 413.92                                   | 1,655.68     |
| 36. FOLDER, tagboard, A4 size, 100s/box                              | pack            |                      |     |       |       |     | 1    |      |     | 1    |     |     | 1   | 3     | 253.76                                   | 761.28       |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack                      | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 301.60                                   | -            |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack                         | bundle          |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 312.00                                   | 1,248.00     |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack                 | pack            |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 247.52                                   | 990.08       |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack              | pack            |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 228.80                                   | 915.20       |
| 41. GLUE, all purpose, 300 grams min.                                | jar             |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 37.43                                    | 149.72       |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply                             | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.97                                    | -            |
| 43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.45                                    | -            |
| 44. INDEX CARD, 5" x 8", ruled both side, 500s/pack                  | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 99.84                                    | -            |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 41.50                                    | -            |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")                      | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.68                                    | -            |
| 47. INDEX TAB, self-adhesive, 5 sets/box                             | box             |                      |     | 2     |       |     | 2    |      |     | 2    |     |     | 2   | 8     | 67.60                                    | 540.80       |
| 48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube                  | tube            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11.44                                    | -            |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle                    | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 493.54                                   | -            |



| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |  |              |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 44.61  | -  |              |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 49.56  | -  |              |
| 52. MAP PIN, round head, 100s/box  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40  | -  |              |
| 53. MARKER, fluorescent, 3 colors/set                                    | set             |                      |     | 2     |       |     | 2    |      |     | 2    |     |     | 2   | 8     | 41.60  | 332.80                                   |              |
| 54. MARKING PEN, whiteboard, black                                       | piece           |                      |     | 4     |       |     | 4    |      |     | 4    |     |     | 4   | 16    | 15.08  | 241.28                                   |              |
| 55. MARKING PEN, whiteboard, blue  | piece           |                      |     | 4     |       |     | 4    |      |     | 4    |     |     | 4   | 16    | 15.08  | 241.28                                   |              |
| 56. MARKING PEN, whiteboard, red   | piece           |                      |     | 4     |       |     | 4    |      |     | 4    |     |     | 4   | 16    | 13.50  | 216.00                                   |              |
| 57. MARKER, permanent, black   | piece           |                      |     | 4     |       |     | 4    |      |     | 4    |     |     | 4   | 16    | 13.50  | 216.00                                   |              |
| 58. MARKER, permanent, blue  | piece           |                      |     | 4     |       |     | 4    |      |     | 4    |     |     | 4   | 16    | 13.50  | 216.00                                   |              |
| 59. MARKER, permanent, red   | piece           |                      |     | 4     |       |     | 4    |      |     | 4    |     |     | 4   | 16    | 13.50  | 216.00                                   |              |
| 60. MARKING PEN, for transparency  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 84.24  | -  |              |
| 61. NOTE BOOK, stenographer's, 40 leaves                                 | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7.49   | -  |              |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad             |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 36.40  | 1,456.00                                 |              |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 52.00  | -  |              |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32 | -  |              |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad                                    | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 31.20  | -  |              |
| 66. OIL, for general purpose, 120 mL                                     | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.99  | -  |              |
| 67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm                | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 104.80 | -  |              |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm                  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 56.06  | -  |              |
| 70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)                           | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 145.60 | -  |              |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream            |                      | 75  |       |       |     | 75   |      |     | 75   |     |     | 75  | 300   | 144.35 | 43,305.00                                |              |
| 72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm                | ream            |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 194.66 | 7,786.40                                 |              |
| 73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad                          | pad             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 20.57  | -  |              |
| 74. PAPER, thermal,210mmx30M, 1/2" core                                  | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40  | -  |              |
| 75. PAPER, thermal, 216mmx30M, 1/2" core                                 | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.44  | -  |              |
| 76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm                            | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 139.32 | -  |              |
| 77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack                      | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.20 | -  |              |
| 78.PAPER FASTENER, for paper, metal, 50 sets/box                         | box             |                      |     | 5     |       |     | 5    |      |     | 5    |     |     | 5   | 20    | 82.04  | 1,640.80                                 |              |
| 79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box                          | box             |                      |     | 2     |       |     | 2    |      |     | 2    |     |     | 2   | 8     | 15.60  | 124.80                                   |              |
| 80. PAPER CLIP, gem type, 32mm, 100s/box                                 | box             |                      |     | 2     |       |     | 2    |      |     | 2    |     |     | 2   | 8     | 8.84   | 70.72                                    |              |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box                         | box             |                      |     | 2     |       |     | 2    |      |     | 2    |     |     | 2   | 8     | 24.89  | 199.12                                   |              |
| 82. PENCIL, mechanical, for 0.5mm lead                                   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 18.20  | -  |              |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30.00  | -  |              |
| 84. RECORD BOOK, 300 pages, smyth sewn                                   | book            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 50.44  | -  |              |
| 85. RECORD BOOK, 500 pages, smyth sewn                                   | book            |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 88.40  | 3,536.00                                 |              |
| 86. RIBBON, nylon, manual typewriter                                     | spool           |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 15.81  | 63.24                                    |              |
| 87. RIBBON, nylon, for Kitano Bundy Clock                                | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 644.80 | -  |              |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 468.00 | -  |              |
| 89. RING BINDER, (1/2"x44"), plastic                                     | piece           |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 4.37   | 174.80                                   |              |
| 90. RING BINDER, (3/4"x44"), plastic                                     | piece           |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 12.48  | 499.20                                   |              |
| 91. RING BINDER, (1" x 44"), plastic                                     | piece           |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 12.48  | 499.20                                   |              |
| 92. RING BINDER, (2" x 44"), plastic                                     | piece           |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 28.13  | 1,125.20                                 |              |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 132.68 | 530.72                                   |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 94. RULER, plastic, 300mm                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3.64                                     | -            |
| 95. RULER, plastic, 450mm                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 36.40                                    | -            |
| 96. SIGN PEN, black   | piece           |                      |     | 10    |       |     | 10   |      |     |      |     |     | 10  | 40    | 41.48                                    | 1,659.20     |
| 97. SIGN PEN, blue  | piece           |                      |     | 20    |       |     |      |      |     | 10   |     |     | 10  | 40    | 41.48                                    | 1,659.20     |
| 98. SIGN PEN, red   | piece           |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 41.48                                    | 1,659.20     |
| 99. STAMP PAD INK, violet, 50mL                               | bottle          |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 27.04                                    | 108.16       |
| 100. STAMP PAD, felt pad, min 60mm x 100mm                    | piece           |                      |     | 1     |       |     | 1    |      |     | 1    |     |     | 1   | 4     | 24.96                                    | 99.84        |
| 101. STAPLE WIRE, standard, #35                               | box             |                      |     | 5     |       |     | 5    |      |     | 5    |     |     | 5   | 20    | 25.98                                    | 519.60       |
| 102. TAPE, adding machine, GSP bond                           | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.66                                    | -            |
| 103. TAPE, masking, 24mm, 50 meters length                    | roll            |                      |     | 10    |       |     | 10   |      |     | 10   |     |     |     | 40    | 41.60                                    | 1,664.00     |
| 104. TAPE, masking, 48mm, 50 meters length                    | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.82                                    | -            |
| 105. TAPE, transparent, 24mm, 50 meters                       | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10.87                                    | -            |
| 106. TAPE, transparent, 48mm, 50 meters                       | roll            |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 20.38                                    | 815.20       |
| 107. TAPE, packaging, 48mm, 50 meters length                  | roll            |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 19.24                                    | 769.60       |
| 108. TIME CARD, for Amano Bundy Clock, 100s/bndl              | bundle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 97.76                                    | -            |
| 109. TIME CARD, for Kitano Time Recorder, 100s/bndl           | bundle          |                      |     | 2     |       |     | 2    |      |     | 2    |     |     | 2   | 8     | 87.36                                    | 698.88       |
| 110. TOILET TISSUE, 12 rolls/pack                             | pack            |                      |     | 10    |       |     | 10   |      |     | 10   |     |     | 10  | 40    | 61.15                                    | 2,446.00     |
| 111. TWINE, plastic, one kilo per roll                        | roll            |                      |     | 1     |       |     |      |      |     | 1    |     |     |     | 2     | 57.20                                    | 114.40       |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m                | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 166.40                                   | -            |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON OFFICE DEVICES</b>                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack            |                      |     |       |       |     |      |      |     | 1    |     |     | 1   | 2     | 10.40                                    | 20.80        |
| 2. CUTTER, heavy duty   | piece           |                      |     |       |       |     |      |      |     | 4    |     |     | 4   | 8     | 27.04                                    | 216.32       |
| 3. PUNCHER, heavy duty  | piece           |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 114.40                                   | 457.60       |
| 4. SCISSORS, (6")   | pair            |                      |     |       |       |     |      |      |     | 4    |     |     | 4   | 8     | 18.72                                    | 149.76       |
| 5. SHARPENER, single cutterhead                               | piece           |                      |     |       |       |     |      |      |     | 2    |     |     |     | 2     | 147.35                                   | 294.70       |
| 6. STAMPING DATER, self-inking stamp                          | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 436.80                                   | -            |
| 7. STAPLER, heavy duty, standard                              | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 162.84                                   | -            |
| 8. STAPLE REMOVER, twin jaws                                  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.64                                    | -            |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")                   | piece           |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 40.23                                    | 160.92       |
| 10. WASTE BASKET, plastic                                     | piece           |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 20.99                                    | 83.96        |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>COMMON JANITORIAL SUPPLIES</b>                             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. BATHROOM SOAP, 70gms.                                      | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 14.56                                    | -            |
| 2. BROOM, soft (tambo)  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.60                                   | -            |
| 3. BROOM, STICK (tingting)                                    | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19.76                                    | -            |
| 4. CLEANSER, powder, 350gms.                                  | canister        |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.32                                    | -            |
| 5. DETERGENT POWDER, all purpose, 500gms.                     | pouch           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 17.16                                    | -            |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 23.92                                    | -            |
| 7. DISINFECTANT SPRAY, 400 grams net content                  | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20                                   | -            |
| 8. DUST PAN, non-rigid plastic, with detachable handle        | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 26.00                                    | -            |
| 9. FLOOR WAX, paste, natural, 2kgs.                           | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 10. FLOOR WAX, paste, red, 2kgs.                              | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 306.80                                   | -            |
| 11. FLOOR WAX, liquid type, 3.75L                             | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 331.50                                   | -            |
| 12. FURNITURE CLEANER, 300mL/can min                          | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 112.32                                   | -            |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011 ) | Total |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|---|-------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Amount    |   |       |
| 13. INSECTICIDE, 600mL (420g) /can   | can             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 116.48    | -   |       |
| 14. MOPHANDLE, screw type, wooden handle   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 83.20     | -   |       |
| 15. MOPHEAD, 100% rayon, 400g  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 71.76     | -   |       |
| 16. RAG, COTTON, (7") in diameter  | kilo            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 43.68     | -   |       |
| 17. SCOURING PAD, economy size   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 131.96    | -   |       |
| 18. TOILET BOWL & URINAL CLEANER, 900ml  | bottle          |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 62.40     | -   |       |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack  | box             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 33.28     | -   |       |
| 20. TRASHBAG, plastic, black, (XL)   | roll            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 103.79    | -   |       |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |       |
| <b>LEGAL SIZE PAPER</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |       |
| 1. PAPER, bond, Premium Grade  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.22    | -   |       |
| 2. PAPER, mimeo, Groundwood  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 91.52     | -   |       |
| 3. PAPER, mimeo, Whitewove   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 120.02    | -   |       |
| 4. PAPER, for PPC  | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 173.33    | -   |       |
| 5. PAPER, multicopy, legal, for laser printing   | ream            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 174.72    | -   |       |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |       |
| <b>COMMON OFFICE EQUIPMENT</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |       |
| 1. AIRPOT, 4.0 liters, w/ dispenser  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,144.00  | -   |       |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,953.92  | -   |       |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,399.52  | -   |       |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13,497.12 | -   |       |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20      | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 12,155.52 | -   |       |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon                 | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,892.80  | -   |       |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor                                     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 925.60    | -   |       |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 341.12    | -   |       |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 161.08    | -   |       |
| 10. CHAIR, monobloc, without armrest,beige/white   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 239.20    | -   |       |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 19,552.00 | -   |       |
| 12. ELECTRIC FAN, orbit type   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.26  | -   |       |
| 13. ELECTRIC FAN, with stand   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 764.40    | -   |       |
| 14. ELECTRIC FAN, wall type  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 745.68    | -   |       |
| 15. INDUSTRIAL FAN, 18" metal blade  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 934.84    | -   |       |
| 16. FACSIMILE TRANSCEIVER, uses thermal paper  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,451.20  | -   |       |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|---|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |   |              |
| 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |           |   |              |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new                               | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,130.48  | -   |              |
| 18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new                           | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,726.80  | -   |              |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 24,939.20 | -   |              |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications                                  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 8,838.96  | -   |              |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,238.96  | -   |              |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 28,672.80 | -   |              |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 35,859.20 | -   |              |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+   | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00  | -   |              |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250                                    | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,139.20  | -   |              |
| 26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 30,992.00 | -   |              |
| 27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,398.96 | -   |              |
| 28. RADIO CASSETTE RECORDER, with AM/ FM Radio  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,653.60  | -   |              |
| 29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts     | unit            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,188.00  | -   |              |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA   | unit            |                      |     |       |       |     |      |      |     |      | 2   |     | 2   | 4     | 2,038.40  | 8,153.60                                  |              |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>HANDBOOKS ON PROCUREMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for: |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| a. Procurement of Goods & Services, 110-115 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.24                                    | -            |
| b. Procurement of Civil Works, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 37.65                                    | -            |
| c. Procurement of Consulting Services, 139-149 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 22.36                                    | -            |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 88.40                                    | -            |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 32.40                                    | -            |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 13.52                                    | -            |
| HANDBOOK ON GENERIC PROCUREMENT  | set             |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 130.00                                   | -            |
| MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| (4) volumes as follows:  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume I (103 pages) - white color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume II (138 pages) - light blue color   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume III (124 pages) - light yellow color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
| Volume IV (118 pages) - light green color  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | -            |
|  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| <b>OTHER CONSUMABLES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 981.24                                   | -            |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,332.12                                 | -            |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,346.40                                 | -            |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL ), yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 973.08                                   | -            |
| 13. INK CARTRIDGE, HP C4936A(HP 18 ), black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 809.88                                   | -            |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 606.90                                   | -            |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 737.46                                   | -            |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,230.12                                 | -            |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 393.72                                   | -            |



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|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |   |  |              |
|   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,365.78                                 | -            |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 682.38                                   | -            |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 973.08                                   | -            |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 973.08                                   | -            |
| 27. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 973.08                                   | -            |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,363.74                                 | -            |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 467.12                                   | -            |
| 30. INK CARTRIDGE, HP CB316WA( HP 564), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 390.66                                   | -            |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 390.66                                   | -            |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 390.66                                   | -            |
| 33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 390.66                                   | -            |
| 34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 628.32                                   | -            |
| 35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,232.16                                 | -            |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 722.16                                   | -            |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,365.78                                 | -            |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 588.54                                   | -            |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,177.08                                 | -            |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 706.86                                   | -            |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,374.96                                 | -            |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 589.86                                   | -            |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 903.72                                   | -            |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 984.30                                   | -            |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 332.32                                   | -            |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 322.32                                   | -            |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 747.66                                   | -            |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 561.00                                   | -            |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 561.00                                   | -            |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 561.00                                   | -            |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,122.00                                 | -            |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black                            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 332.32                                   | -            |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 332.32                                   | -            |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,550.40                                 | -            |
| 55. INK CARTRIDGE, Brother LC67HYBK, black                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 938.40                                   | -            |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 938.40                                   | -            |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta                               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 938.40                                   | -            |
| 58. INK CARTRIDGE, Brother LC67HY, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 681.36                                   | -            |
| 59. INK CARTRIDGE, Brother LC 39BK, black                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 453.90                                   | -            |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 453.90                                   | -            |
| 61. INK CARTRIDGE, Brother LC 39C, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 453.90                                   | -            |
| 62. INK CARTRIDGE, Brother LC 39M, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 984.30                                   | -            |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,221.96                                 | -            |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 2,075.70                                 | -            |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,662.60                                 | -            |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 2,009.40                                 | -            |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 | 1,138.32                                 | -            |
| 70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     |       | 0 |  | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |          | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |          |  |              |
| 71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,039.38 | -  |              |
| 72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,228.08 | -  |              |
| 73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80                         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -  |              |
| 74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 586.50   | -  |              |
| 75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46   | -  |              |
| 76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 850.68   | -  |              |
| 77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 755.82   | -  |              |
| 78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -  |              |
| 79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -  |              |
| 80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100               | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 534.48   | -  |              |
| 81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 614.04   | -  |              |
| 82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -  |              |
| 83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -  |              |
| 84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 378.42   | -  |              |
| 85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 628.32   | -  |              |
| 86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 482.46   | -  |              |
| 87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -  |              |
| 88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -  |              |
| 89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 387.60   | -  |              |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -  |              |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -  |              |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900            | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -  |              |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -  |              |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 288.66   | -  |              |

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--------|--|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |  |              |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 849.66 | -  |              |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -  |              |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -  |              |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -  |              |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 566.10 | -  |              |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 943.50 | -  |              |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -  |              |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -  |              |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -  |              |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 424.32 | -  |              |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -  |              |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -  |              |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -  |              |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 279.48 | -  |              |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |              |
| 109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44                                   | -            |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap         | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 656.88                                   | -            |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141                                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141                                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 302.94                                   | -            |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143                              | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 576.30                                   | -            |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143                     | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 453.90                                   | -            |
| 129. TONER CARTRIDGE, HP C3906F, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,063.06                                 | -            |
| 130. TONER CARTRIDGE, HP CB435A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,491.86                                 | -            |
| 131. TONER CARTRIDGE, HP CB436A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,924.34                                 | -            |
| 132. TONER CARTRIDGE, HP CB540A, black  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,886.60                                 | -            |
| 133. TONER CARTRIDGE, HP CB541A, cyan   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 134. TONER CARTRIDGE, HP CB542A, yellow   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |
| 135. TONER CARTRIDGE, HP CB543A, magenta  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,652.00                                 | -            |

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |  |              |
| 136. TONER CARTRIDGE, HP CC364A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,324.00  | -  |              |
| 137. TONER CARTRIDGE, HP CC530A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,064.30  | -  |              |
| 138. TONER CARTRIDGE, HP CC531A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14  | -  |              |
| 139. TONER CARTRIDGE, HP CC532A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,750.14  | -  |              |
| 140. TONER CARTRIDGE, HP CC533A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,254.02  | -  |              |
| 141. TONER CARTRIDGE, HP CE250A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92 | -  |              |
| 142. TONER CARTRIDGE, HP CE251A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92 | -  |              |
| 143. TONER CARTRIDGE, HP CE252A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,348.92 | -  |              |
| 144. TONER CARTRIDGE, HP CE253A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,233.22  | -  |              |
| 145. TONER CARTRIDGE, HP CE255A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,157.74  | -  |              |
| 146. TONER CARTRIDGE, HP CE260A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -  |              |
| 147. TONER CARTRIDGE, HP CE261A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -  |              |
| 148. TONER CARTRIDGE, HP CE262A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -  |              |
| 149. TONER CARTRIDGE, HP CE263A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,185.32 | -  |              |
| 150. TONER CARTRIDGE, HP CE278A, black                                  | cart            |                      |     |       |       |     |      |      |     | 2    |     |     | 2   | 4     | 3,011.04  | 12,044.16                                |              |
| 151. TONER CARTRIDGE, HP CE285A, black                                  | cart            |                      |     |       |       |     |      |      |     | 2    | 2   | 2   | 2   | 8     | 2,655.06  | 21,240.48                                |              |
| 152. TONER CARTRIDGE, HP CE505A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,590.40  | -  |              |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,592.26  | -  |              |
| 154. TONER CARTRIDGE, HP Q6000A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,115.08  | -  |              |
| 155. TONER CARTRIDGE, HP Q6001A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58  | -  |              |
| 156. TONER CARTRIDGE, HP Q6002A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,395.58  | -  |              |
| 157. TONER CARTRIDGE, HP Q6003A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,420.28  | -  |              |
| 158. TONER CARTRIDGE, HP Q6470A, black                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 159. TONER CARTRIDGE, HP Q6471A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 160. TONER CARTRIDGE, HP Q6472A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 161. TONER CARTRIDGE, HP Q6473A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82  | -  |              |
| 162. TONER CARTRIDGE, HP Q7581A, cyan                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82  | -  |              |
| 163. TONER CARTRIDGE, HP Q7582A, yellow                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,977.82  | -  |              |
| 164. TONER CARTRIDGE, HP Q7583A, magenta                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,222.80  | -  |              |
| 165. TONER CARTRIDGE, Brother TN-155BK, black                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00  | -  |              |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00  | -  |              |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,661.00  | -  |              |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,601.00  | -  |              |
| 169. TONER CARTRIDGE, Brother TN-2025                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,785.00  | -  |              |
| 170. TONER CARTRIDGE, Brother TN-2130                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,264.00  | -  |              |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,967.00  | -  |              |
| 172. TONER CARTRIDGE, Lexmark X340A11G                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 11,776.92 | -  |              |
| 173. TONER CARTRIDGE, Lexmark E360H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,684.06  | -  |              |
| 174. TONER CARTRIDGE, Lexmark E450A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 9,445.20  | -  |              |
| 175. TONER CARTRIDGE, Lexmark T650A11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 25,586.70 | -  |              |
| 176. TONER CARTRIDGE, Lexmark T650H11P                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02  | -  |              |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,112.02  | -  |              |



| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |           | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |           |  |              |
| 178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,095.92  | -  |              |
| 179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,194.86  | -  |              |
| 180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,053.08  | -  |              |
| 181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L                       | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,211.98  | -  |              |
| 182. TONER CARTRIDGE,Epson C13SO50440, Std Cap, for printer AL-M2010D/DN                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,389.68  | -  |              |
| 183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 3,542.46  | -  |              |
| 184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200                           | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 5,241.78  | -  |              |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545                             | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 10,200.00 | -  |              |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051                        | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 6,987.00  | -  |              |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n                                 | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,805.00  | -  |              |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND                                | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,768.50  | -  |              |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660                                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,978.40  | -  |              |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 449.80    | -  |              |
| 191. RIBBON CARTRIDGE, for OKI ML 1120  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 7,124.00  | -  |              |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series                                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,142.40  | -  |              |
| 193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,129.14  | -  |              |
| 194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580                   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 119.34    | -  |              |
| 195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro                  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 344.76    | -  |              |
| 196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300                                      | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,224.00  | -  |              |
| 197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055) | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 940.44    | -  |              |
| 198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500                          | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,030.20  | -  |              |
| 199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590                                    | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 373.32    | -  |              |
| 200. PRINTHEAD, HP 11, black, C4810A, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78  | -  |              |
| 201. PRINTHEAD, HP 11, cyan, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78  | -  |              |
| 202. PRINTHEAD, HP 11, magenta C4812A, 8 ml   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 1,365.78  | -  |              |
| 203. PRINTHEAD, HP 11 yellow, 8 ml  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 4,120.80  | -  |              |
| 204. Photoconductor Kit, Lexmark PN 12A8302   | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00  | -  |              |
| 205. Photoconductor Kit, Lexmark PN E260X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00  | -  |              |
| 206. Photoconductor Kit, Lexmark PN E250X22G  | cart            |                      |     |       |       |     |      |      |     |      |     |     |     | 0     | 2,295.00  | -  |              |

[illegible]

[illegible]

| Item & Specifications              | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | Total | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|
|                                    |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |       |  |              |
|                                    |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Computer Supplies                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| Computer Equipment and Accessories |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| *Other Categories                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 1                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 2                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 3                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 4                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 5                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 6                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 7                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 8                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 9                                  |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |
| 10                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     | 0     |  | -            |

171,226.36

\*\*\*GRAND TOTAL: .....


| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011 ) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|---|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                     |              |

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....  
APPROVED BUDGET: .....

\*Other categories that are not indicated herein  
\*\*Prices are FOB Manila/Applicable for items under A.  
\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.


Prepared by:

  
Nestor V. Abaloyan  
Supervising Administrative Officer  
Property/Supply Officer


Certified Funds Available /  
Certified Appropriate Funds Available:

Susan C. Sanchez  
OIC Accounting Office  
Accountant /  
Local Budget Officer

Approved:

  
Noreen P. Escultura  
Director  
Head of Office/Agency

Date Prepared: July 3, 2014

P171,226.36 CR VS BUDGET MODE  
BUDGET CLEARANCE  
  
NOREEN P. ESCULTURA  
Budget Director

7/7/24



| Item & Specifications | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|
|                       |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total                                    |              |

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....


\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

\*\*\*Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

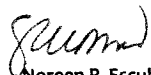
  
Nestor V. Abaloyan  
Supervising Administrative Officer  
Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Susan C. Sanchez  
OIC Accounting Office  
Accountant /  
Local Budget Officer


Approved:

  
Noreen P. Escultura  
Director  
Head of Office/Agency

Date Prepared: July 3, 2014

P171,226.36 ch vs BUDGET MODE

BUDGET CLEARANCE

  
NOREEN P. ESCULTURA  
Budget Director

July 24



# UNIVERSITY OF THE PHILIPPINES

System Accounting Office

Telefax: 929-46-20 Trunkline: 981-85-00 local 4253/4254

## REFERRED TO:

- ☐ Vice- President for Academic Affairs
- ☐ Vice- President for Planning and Finance
- ☐ Vice- President for Administration
- ☐ Vice- President for Public Affairs
- ☐ Vice- President for Legal Affairs
- ☐ Vice- President for Development
- ☐ AVP for Planning and Finance
- ☐ Secretary of the University (BOR)
- ☐ Chancellor \_\_\_\_\_
- ☐ Vice- Chancellor \_\_\_\_\_
- ☐ University General Council \_\_\_\_\_
- ☐ UPS Budget Office \_\_\_\_\_
- ☐ UPS Cash Office \_\_\_\_\_
- ☒ **UPS SPMO Mr. Isagani Bagus**
- ☐ Dean Director \_\_\_\_\_
- ☐ \_\_\_\_\_

## FOR

- ☐ Appropriate Action
- ☐ Comments/ Recommendation
- ☐ Implementation
- ☐ Notification/ reply to party (furnish us copy)
- ☐ Preparation of draft/reply letter
- ☐ Coding/deposit/preparation of receipt
- ☐ Investigation/verification and report
- ☐ Follow-up (tracer)
- ☐ Information
- ☐ Others \_\_\_\_\_

## REFERENCE SLIP

### REMARKS

Dear Sir Ghani,

07 April 2014

We are pleased to submit the Annual Procurement Plan of the UP System Accounting Office for CY 2014.

MOOE had been certified by UP S Budget Office with regard to its availabiltiy of funds except for the Equipment Outlay.

**UP SYSTEM S.P.M.O.**  
Diliman, Quezon City

**RECEIVED**

Ref. No. \_\_\_\_\_

Date: 07/14

Time: 2:07 PM

By: ERMA


Thank you,

*Susan C. Sanchez*  
**Susan C. Sanchez**

System Accounting Office OIC

University of the Philippines System  
Office: UP System Accounting  
Address: Magsaysay Avenue Alumni Center  
Quezon City

Contact Person: Ms. Susan C. Sanchez  
Position: OIC UP System Accounting Office  
E-mail: suechez@yahoo.com  
Telephone No: 929-4620 loc. 4253

| Item & Specifications   | Unit of<br>Measurement | Quantity Requirement (2014) |     |     |     |     |      |      |     |     |     |     |     |       |     | Price<br>(7/17/14) | Total<br>Amount |
|---|------------------------|-----------------------------|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|-------|-----|--------------------|-----------------|
|   |                        | Jan                         | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec | Total |     |                    |                 |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES  |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |     |                    |                 |
| ELECTRICAL SUPPLIES   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |     |                    |                 |
| 1. BATTERY AA   | packet                 |                             | 2   |     |     |     | 1    |      |     |     |     | 2   |     |       | 5   | 20.15              | 100.75          |
| 2. BATTERY AAA  | packet                 | 3                           |     |     |     |     |      |      |     |     |     |     |     |       | 3   | 15.08              | 45.24           |
| 3. FLOURESCENT TUBE 36W   | piece                  |                             |     | 10  |     |     |      | 10   |     |     |     |     |     |       | 20  | 36.06              | 721.20          |
| 4. STARTER 4-40 WATTS   | piece                  | 10                          |     |     |     |     |      | 10   |     |     |     |     |     |       | 20  | 5.10               | 102.00          |
|   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |     |                    |                 |
| COMPUTER SUPPLIES   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |     |                    |                 |
| 1. CD RECORDABLE  | piece                  |                             |     | 30  |     |     |      |      |     |     |     |     |     |       | 30  | 9.88               | 296.40          |
| 2. CD REWRITABLE  | piece                  |                             |     | 5   |     |     |      | 5    |     |     |     | 5   |     |       | 15  | 16.07              | 241.05          |
| 3. FLASH DRIVE 16GB   | piece                  |                             |     | 2   |     |     | 2    |      |     |     |     | 2   |     |       | 6   | 504.40             | 3,026.40        |
| 4. Continous form 1ply 11"x9-1/2",2000  | box                    |                             | 2   |     |     |     |      | 2    |     |     |     |     | 2   |       | 6   | 612.64             | 3,675.84        |
| 5. Continous form 1ply 11"x14-7/8",2000   | box                    |                             | 2   |     |     |     |      | 2    |     |     |     |     | 2   |       | 6   | 818.48             | 4,910.88        |
| 6. Continous form 3ply 11"x9-1/2",1000  | box                    | 2                           |     | 2   |     | 2   |      | 2    |     | 2   |     |     |     |       | 10  | 707.96             | 7,079.60        |
| 7. Continous form 2ply 11",14-7/8",1000   | box                    | 2                           |     | 2   |     | 2   |      | 2    |     | 2   |     |     |     |       | 10  | 951.08             | 9,510.80        |
| 8. Continous form 2ply 11",9-1/2",500   | box                    |                             | 2   |     |     |     |      | 2    |     |     |     | 3   |     |       | 7   | 480.48             | 3,363.36        |
|   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |     |                    |                 |
| OFFICE SUPPLIES   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |     |                    |                 |
| 1. ALCOHOL  | bottle                 |                             |     | 10  |     |     |      |      |     |     |     | 10  |     |       | 20  | 38.22              | 764.40          |
| 2. CLIP, BACKFOLD 25mm  | box                    |                             |     | 5   |     |     | 5    |      |     |     |     | 5   |     |       | 15  | 10.95              | 164.25          |
| 3. CLIP, BACKFOLD 50mm  | box                    |                             |     |     |     |     |      | 5    |     |     |     |     |     |       | 5   | 42.12              | 210.60          |
| 4. CORRECTION TAPE  | piece                  | 10                          |     |     |     |     | 20   |      |     |     |     | 10  |     |       | 40  | 20.75              | 830.00          |
| 5. ENVELOPE LONG DOCUMENTARY  | box                    | 1                           |     |     |     |     |      | 1    |     |     |     |     |     |       | 2   | 496.41             | 992.82          |
| 6. ENVELOPE A4 DOCUMENTARY  | box                    | 1                           |     |     |     |     |      | 1    |     |     |     | 1   |     |       | 3   | 403.52             | 1,210.56        |
| 7. FOLDER TBOARD LEGAL SIZE   | pack                   |                             |     |     | 3   |     |      |      |     | 3   |     |     |     |       | 6   | 219.41             | 1,316.46        |
| 8. FOLDER A4 SIZE   | pack                   |                             |     |     | 5   |     |      |      |     | 5   |     |     |     |       | 10  | 200.68             | 2,006.80        |
| 9. MARKER STABILO   | set                    |                             |     |     | 3   |     |      |      |     | 3   |     |     |     |       | 6   | 36.96              | 221.76          |
| 10. MARKER permanent BLUE   | piece                  |                             |     | 10  |     |     |      |      |     | 10  |     |     |     |       | 20  | 11.84              | 236.80          |
| 11. NOTE PAD, (2"x3")   | pad                    |                             |     | 10  |     |     |      | 10   |     |     |     | 10  |     |       | 30  | 32.24              | 967.20          |
| 12. NOTE PAD, (3"x3")   | pad                    |                             |     | 5   |     |     |      | 5    |     |     |     | 5   |     |       | 15  | 35.61              | 534.15          |
| 13. NOTE PAD, (3x4")  | pad                    |                             |     | 5   |     |     |      | 5    |     |     |     | 5   |     |       | 15  | 44.38              | 665.70          |
| 14. PAPER-MULTICOPYA4   | ream                   | 40                          |     | 30  |     | 30  |      | 30   |     | 40  |     | 40  |     |       | 210 | 112.47             | 23,618.70       |
| 15. FASTENER METAL APPLE  | box                    |                             |     | 5   |     |     |      | 5    |     |     |     | 5   |     |       | 15  | 83.01              | 1,245.15        |
| 16. RULER, PLASTIC, 300mm   | piece                  |                             |     |     | 2   |     |      | 2    |     |     |     | 2   |     |       | 6   | 2.08               | 12.48           |
| 17. STAMP PAD   | piece                  |                             |     | 2   |     |     |      | 2    |     |     |     | 2   |     |       | 6   | 23.39              | 140.34          |
| 18. STAPLE WIRE  | box                    | 5                           |     |     | 5   |     |      | 5    |     |     |     | 5   |     |       | 20  | 19.21              | 384.20          |
| 19. TAPE Adding Machine   | roll                   |                             |     | 1   |     |     |      | 1    |     |     |     | 1   |     |       | 3   | 9.73               | 29.19           |
| 20. TAPE, transparent, 24mm   | roll                   |                             |     | 5   |     |     |      | 5    |     |     |     | 5   |     |       | 15  | 15.39              | 230.85          |
| 21. TAPE, packaging, 48mm   | roll                   | 2                           |     |     |     |     |      | 2    |     |     |     |     | 2   |       | 6   | 30.99              | 185.94          |
| 22. TOILET TISSUE, 12 rolls/pck   | pack                   | 16                          |     |     | 16  |     |      | 16   |     |     |     | 16  |     |       | 64  | 71.54              | 4,578.56        |

Encoded ESOLIS  
AUG 11 2014

University of the Philippines System  
Office: UP System Accounting  
Address: Magsaysay Avenue Alumni Center  
Quezon City

Contact Person: Ms. Susan C. Sanchez  
Position: OIC UP System Accounting Office  
E-mail: suechez@yahoo.com  
Telephone No: 929-4620 loc. 4253

| Item & Specifications                     | Unit of<br>Measurement | Quantity Requirement (2014) |     |     |     |     |      |      |     |     |     |     |     |       |           | Price<br>(7/17/14) | Total<br>Amount |
|---|------------------------|-----------------------------|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|-------|-----------|--------------------|-----------------|
|   |                        | Jan                         | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec | Total |           |                    |                 |
| 23. TWINE, plastic, one kilo per roll     | roll                   |                             |     |     |     |     |      | 5    |     |     |     |     |     | 5     | 43.13     | 215.65             |                 |
| 24. CARBON PAPER A4                       | box                    | 1                           |     |     |     |     | 1    |      |     |     | 1   |     | 3   | 6     | 18.00     | 108.00             |                 |
| 25. CLIP, double binder 3/4" 19mm         | box                    |                             |     | 10  |     |     |      | 5    |     |     | 10  |     |     | 25    | 6.80      | 170.00             |                 |
| 26. DATA FILE BOX, (5"X9"X15-3/4")        | box                    | 20                          |     |     |     |     |      |      |     |     |     |     |     | 20    | 61.36     | 1,227.20           |                 |
| 27. ENVELOPE, mailing white, 500s/box     | box                    |                             |     |     |     |     |      | 1    |     |     |     |     |     | 1     | 152.59    | 152.59             |                 |
| 28. GLUE, all purpose, 300 grams min.     | jar                    |                             |     | 2   |     |     |      |      |     |     | 2   |     |     | 4     | 48.95     | 195.80             |                 |
| 29. MARKER permanent BLACK                | piece                  | 3                           |     | 3   |     |     | 3    |      |     | 3   |     |     | 3   | 15    | 11.84     | 177.60             |                 |
| 30. PENCIL, lead, w/eraser, one dozen/box | box                    |                             |     | 2   |     |     |      |      |     | 2   |     |     |     | 4     | 24.83     | 99.32              |                 |
| 31. SIGN PEN, blue                        | piece                  |                             |     |     | 24  |     |      |      |     | 24  |     |     |     | 48    | 42.05     | 2,018.40           |                 |
| 32. STAMP PAD INK, violet, 50ml           | bottle                 | 1                           |     |     | 1   |     |      |      |     |     | 1   |     |     | 3     | 23.03     | 69.09              |                 |
|   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| OFFICE DEVICES                            |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| 1. PUNCHER, heavy duty                    | piece                  | 2                           |     |     |     |     | 2    |      |     |     | 2   |     |     | 6     | 91.78     | 550.68             |                 |
| 2. SCISSORS (7")                          | each                   |                             |     | 2   |     |     |      | 2    |     |     | 4   |     |     | 8     | 15.59     | 124.72             |                 |
| 3. STAPLER heavy duty                     | piece                  |                             |     | 1   |     |     |      | 1    |     |     | 1   |     |     | 3     | 112.11    | 336.33             |                 |
| 4. WASTE BASKET, plastic                  | piece                  |                             |     | 1   |     |     |      | 1    |     |     | 1   |     |     | 3     | 26.00     | 78.00              |                 |
| 5. STAPLE REMOVER, twin jaws              | piece                  |                             |     | 2   |     |     |      | 2    |     |     | 2   |     |     | 6     | 17.11     | 102.66             |                 |
|   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| JANITORIAL SUPPLIES                       |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| 1. DETERGENT BAR                          | bar                    |                             |     | 3   |     |     |      | 3    |     |     | 3   |     |     | 9     | 18.49     | 166.41             |                 |
| 2. INSECTICIDE                            | can                    |                             |     | 1   |     |     |      |      |     | 1   |     |     |     | 2     | 114.40    | 228.80             |                 |
| 3. BATHROOM SOAP, 70gms.                  | piece                  |                             |     | 5   |     |     |      | 5    |     |     | 5   |     |     | 15    | 21.35     | 320.25             |                 |
|   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| LEGAL SIZE PAPER                          |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| 1. PAPER, for PPC                         | ream                   | 10                          |     | 10  |     | 10  |      | 10   |     | 10  |     | 10  |     | 60    | 121.18    | 7,270.80           |                 |
|   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| REPAIR & MAINTENANCE                      |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |
| 1. AIRCON WINDOW TYPE                     | piece                  |                             |     | 6   |     |     |      |      |     | 6   |     |     |     | 12    | 2,000.00  | 24,000.00          |                 |
| 2. AIRCON SPLIT TYPE                      | piece                  |                             |     | 2   |     |     |      |      |     | 2   |     |     |     | 4     | 4,500.00  | 18,000.00          |                 |
| 3. DIGITAL COPIER                         | piece                  |                             |     |     |     |     |      | 1    |     |     |     |     |     | 1     | 21,000.00 | 21,000.00          |                 |
| 4. MULTI FUNCTION FAX                     | piece                  |                             |     |     |     |     |      | 1    |     |     |     |     |     | 1     | 3,500.00  | 3,500.00           |                 |
| 5. PRINTERS                               | piece                  | 6                           |     |     |     |     |      |      |     |     |     |     |     | 6     | 4,166.67  | 25,000.00          |                 |
| 6. COMPUTERS                              | piece                  | 20                          |     |     |     |     |      |      |     |     |     |     |     | 20    | 750.00    | 15,000.00          |                 |
|   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |           |                    |                 |

University of the Philippines System  
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Quezon City

Contact Person: Ms. Susan C. Sanchez  
Position: OIC UP System Accounting Office  
E-mail: suechez@yahoo.com  
Telephone No: 929-4620 loc. 4253

| Item & Specifications             | Unit of<br>Measurement | Quantity Requirement (2014) |     |     |     |     |      |      |     |     |     |     |     |       | Price<br>(7/17/14) | Total<br>Amount |
|-----------------------------------|------------------------|-----------------------------|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|-------|--------------------|-----------------|
|                                   |                        | Jan                         | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec | Total |                    |                 |
| OTHER CONSUMABLES                 |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |                    |                 |
| 1. RIBBON EPSON FX 2175 - 2190    | cart                   | 1                           |     | 1   |     | 1   |      | 1    |     | 1   |     | 1   |     | 6     | 400.00             | 2,400.00        |
| 2. INK CARTRIDGE FOR HP 3525      | box                    | 1                           |     | 1   |     | 1   |      | 1    |     | 1   |     | 1   |     | 6     | 1,000.00           | 6,000.00        |
| 3. INK CARTRIDGE FOR HP 3845      | box                    | 1                           |     |     | 1   |     |      |      | 1   |     |     |     |     | 3     | 2,133.33           | 6,400.00        |
| 4. PANASONIC DIGITAL COPIER       | cart                   | 1                           |     |     | 1   |     |      | 1    |     |     | 1   |     |     | 4     | 6,375.00           | 25,500.00       |
| 5. MULTI FUNCTION MACHINE         | cart                   | 1                           |     |     |     | 1   |      |      |     | 1   |     |     |     | 3     | 2,250.00           | 6,750.00        |
| 6. HP LASERJET PRINTER MODEL 2200 | cart                   | 1                           |     |     |     | 1   |      |      |     | 1   |     |     |     | 3     | 5,810.00           | 17,430.00       |
| 7. HP LASERJET PRINTER MODEL 4200 | cart                   | 1                           |     |     | 1   |     |      | 1    |     |     | 1   |     |     | 4     | 7,775.00           | 31,100.00       |
| 8. HP LASERJET PRINTER MODEL 5100 | cart                   |                             |     |     |     |     | 1    |      |     |     |     |     | 1   | 2     | 9,135.00           | 18,270.00       |
| 9. DRINKING WATER                 | gallon                 | 20                          | 20  | 20  | 20  | 20  | 20   | 20   | 20  | 20  | 20  | 20  | 20  | 240   | 30.00              | 7,200.00        |
|                                   |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |                    |                 |
| Sub total                         |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |                    | 314,782.73      |
| ***GRAND TOTAL.....               |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |                    | 314,782.73      |

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION.....

APPROVED BUDGET:.....

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Certified Funds Available  
*[Signature]*  
SUSAN C. SANCHEZ  
OIC, UPS- Accounting Office

*P314,782.73 ch vs ACCTG MODE*  
Certified Appropriate Funds Available  
*[Signature]*  
NOREEN P. ESCULTURA  
Director UPS- Budget Office

Prepared by:  
*[Signature]*  
EDNA M. SABADO  
UPS- Accounting Office

*on 8/4*  
Approved:

\_\_\_\_\_  
Head of Office/Agency

Date Prepared: 8/01/14 rnj *[Signature]*



University of the Philippines System  
Office: UP System Accounting  
Address: Magsaysay Avenue Alumni Center  
Quezon City

Contact Person: Ms. Susan C. Sanchez  
Position: OIC UP System Accounting Office  
E-mail: suechez@yahoo.com  
Telephone No: 929-4620 loc. 4253

| Item & Specifications                    | Unit of<br>Measurement | Quantity Requirement (2014) |     |     |     |     |      |      |     |     |     |     |     |       | Price<br>(7/17/14) | Total<br>Amount |
|--|------------------------|-----------------------------|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|-------|--------------------|-----------------|
|  |                        | Jan                         | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec | Total |                    |                 |
| <b>OFFICE EQUIPMENT</b>                  |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |                    |                 |
| 1. FILLING CABINET (FABRICATED) 1/60"60" | piece                  |                             | 2   |     |     |     |      |      |     |     |     |     |     | 2     | 22,500.00          | 45,000.00       |
| 2. PRINTER (3 IN 1) laserjet             | each                   |                             | 2   |     |     |     |      |      |     |     |     |     |     | 2     | 5,000.00           | 10,000.00       |
| 3. PRINTER (COLORED) laserjet            | piece                  |                             | 1   |     |     |     |      |      |     |     |     |     |     | 1     | 8,000.00           | 8,000.00        |
| 4. PRINTER (B/W) laserjet                | piece                  |                             | 1   |     |     |     |      |      |     |     |     |     |     | 1     | 6,000.00           | 6,000.00        |
| 5. EXECUTIVE CHAIRS                      | piece                  | 5                           |     |     |     |     |      |      |     |     |     |     |     | 5     | 6,000.00           | 30,000.00       |
| 6. JUNIOR EXECUTIVE CHAIRS               | piece                  | 11                          |     |     |     |     |      |      |     |     |     |     |     | 11    | 4,500.00           | 49,500.00       |
| 7. EXHAUST FAN (for c.r.)                | piece                  | 1                           |     |     |     |     |      |      |     |     |     |     |     | 1     | 3,000.00           | 3,000.00        |
| 8. ELECTRIC FAN                          | piece                  | 1                           |     |     |     |     |      |      |     |     |     |     |     | 1     | 1,500.00           | 1,500.00        |
| 9. UPS - APC                             | piece                  | 5                           |     |     |     |     |      |      |     |     |     |     |     | 5     | 3,600.00           | 18,000.00       |
| 10. COPIER MACHINE                       | piece                  | 1                           |     |     |     |     |      |      |     |     |     |     |     | 1     | 150,000.00         | 150,000.00      |
| 11. EXTERNAL HARD DRIVE                  | 1 TERA BYTE            | 3                           |     |     |     |     |      |      |     |     |     |     |     | 3     | 4,000.00           | 12,000.00       |
| 12. AIRCON                               | piece                  | 3                           |     |     |     |     |      |      |     |     |     |     |     | 3     | 20,000.00          | 60,000.00       |
| Sub total                                |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |                    | 393,000.00      |
| <b>***GRAND TOTAL.....</b>               |                        |                             |     |     |     |     |      |      |     |     |     |     |     |       |                    | 393,000.00      |

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION.....

APPROVED BUDGET:.....

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Certified Funds Available

SUSAN C. SANCHEZ  
OIC, UPS- Accounting Office

Certified Appropriate Funds Available

NOREEN P. ESCULTURA  
Director UPS- Budget Office

Prepared by:

EDNA M. SABADO  
UPS- Accounting Office

Date Prepared: 8/01/14 rnj

Approved:

\_\_\_\_\_  
Head of Office/Agency

Sheet1

UP System Cash Office  
Ground Floor, Quezon Hall

Project Procurement Management Plan (PPMP)  
End-User/Unit: UP System Cash Office

| UNIT   | GENERAL DESCRIPTION              | QTY | ESTIMATED<br>BUDGET | SCHEDULE/MILESTON |     |     |     |
|--------|----------------------------------|-----|---------------------|-------------------|-----|-----|-----|
|        |                                  |     |                     | Jan               | Feb | Mar | Apr |
| ream   | Paper, multicopy, A4 80gsm       | 80  | 120.00              | 5                 | 5   | 10  | 5   |
| roll   | Tape, adding machine             | 40  | 10.00               | 3                 | 3   | 4   | 3   |
| can    | Air freshener                    | 12  | 88.00               | 1                 | 1   | 1   | 1   |
| bottle | Alcohol, rubbing                 | 16  | 41.00               | 1                 | 1   | 2   | 1   |
| pack   | Battery AA                       | 8   | 21.00               | 0                 | 1   | 1   | 0   |
| box    | Clip, backfold 25mm, 12 pcs/box  | 12  | 20.00               | 1                 | 1   | 1   | 1   |
| box    | Clip, backfold 32mm, 12 pcs/box  | 12  | 20.00               | 1                 | 1   | 1   | 1   |
| roll   | Electrical tape                  | 6   | 19.00               | 1                 |     | 1   |     |
| box    | Envelope, legal                  | 4   | 630.00              |                   |     | 1   |     |
| box    | Envelope, A4                     | 4   | 450.00              | 1                 |     |     | 1   |
| pack   | Folder A4                        | 4   | 280.00              | 1                 |     |     | 1   |
| roll   | Acetate                          | 2   | 600.00              |                   |     |     | 1   |
| bottle | Glue                             | 8   | 49.00               | 1                 | 1   |     | 1   |
| piece  | Marking pen, permanent, assorted | 40  | 13.00               | 3                 | 3   | 4   | 3   |
| pad    | Note pad, post-it 2x3"           | 40  | 32.00               | 4                 | 3   | 3   | 4   |
| pad    | Note pad, post-it 3x3"           | 40  | 37.00               | 3                 | 4   | 3   | 3   |
| piece  | Pencil, lead woden               | 12  | 10.00               | 1                 | 1   | 1   | 1   |
| piece  | Puncher, heavy duty              | 6   | 95.00               |                   | 1   |     | 1   |
| kilo   | Rag                              | 4   | 43.00               |                   |     | 1   |     |
| piece  | Scissors                         | 12  | 17.00               | 1                 | 1   | 1   | 1   |
| piece  | Sign pen, assorted               | 60  | 48.00               | 5                 | 5   | 5   | 5   |
| piece  | Stapler                          | 6   | 110.00              |                   | 1   |     | 1   |
| box    | Staple wire                      | 10  | 25.00               | 1                 | 1   | 1   | 1   |
| roll   | Toilet tissue                    | 8   | 78.00               | 1                 | 1   | 1   | 1   |
| piece  | Bathroom soap                    | 12  | 23.00               | 1                 | 1   | 1   | 1   |
| pack   | Battery AAA                      | 8   | 18.00               | 1                 | 1   |     | 1   |
| set    | Copy holder                      | 1   | 300.00              |                   |     |     | 1   |
| piece  | Cutter, heavy duty               | 8   | 32.00               | 1                 | 1   | 1   | 1   |
| can    | Disinfectant spray               | 6   | 300.00              |                   | 1   |     | 1   |
| can    | Furniture cleaner                | 4   | 310.00              |                   |     | 1   |     |
| can    | Insecticide                      | 6   | 280.00              | 1                 |     | 1   |     |
| pack   | Marker, 3 colors                 | 6   | 35.00               |                   | 1   |     | 1   |
| bottle | Oil multi-purpose                | 1   | 45.00               | 1                 |     |     |     |
| piece  | Toner. Epson M1200               | 6   | 4100.00             | 1                 |     | 1   |     |
| piece  | Toner. HP Laserjet CE505A        | 6   | 4000.00             |                   | 1   | 1   | 1   |
| piece  | Toner. HP Laserjet Pro 400       | 12  | 4300.00             | 1                 | 1   | 1   | 1   |

EDUARDO G. SABAT

Entered by: EPMR

Cancelled by: EPMR  
JUL 30 2014

| IE OF ACTIVITIES |     |     |     |     |     |     |     |           |  |  |  | TOTAL |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----------|--|--|--|-------|
| May              | Jun | Jul | Aug | Sep | Oct | Nov | Dec |           |  |  |  |       |
| 5                | 10  | 5   | 10  | 5   | 5   | 10  | 5   | 9600.00   |  |  |  |       |
| 3                | 4   | 3   | 3   | 4   | 3   | 3   | 4   | 400.00    |  |  |  |       |
| 1                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1056.00   |  |  |  |       |
| 1                | 2   | 1   | 1   | 2   | 1   | 1   | 2   | 656.00    |  |  |  |       |
| 1                | 1   | 1   | 0   | 1   | 1   | 1   | 0   | 168.00    |  |  |  |       |
| 1                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 240.00    |  |  |  |       |
| 1                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 240.00    |  |  |  |       |
| 1                | 1   | 1   |     | 1   | 1   | 1   | 1   | 114.00    |  |  |  |       |
|                  | 1   |     |     | 1   | 1   |     | 1   | 2520.00   |  |  |  |       |
| 1                |     | 1   | 1   |     |     | 1   |     | 1800.00   |  |  |  |       |
|                  |     |     |     |     | 1   |     |     | 1120.00   |  |  |  |       |
|                  |     |     |     |     |     |     |     | 1200.00   |  |  |  |       |
| 1                |     | 1   |     |     |     |     |     | 392.00    |  |  |  |       |
| 3                | 4   | 3   | 3   | 4   | 3   | 3   | 4   | 520.00    |  |  |  |       |
| 3                | 3   | 4   | 3   | 3   | 4   | 3   | 3   | 1280.00   |  |  |  |       |
| 4                | 3   | 3   | 4   | 3   | 3   | 4   | 3   | 1480.00   |  |  |  |       |
| 1                | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 120.00    |  |  |  |       |
|                  | 1   |     | 1   |     |     |     |     | 570.00    |  |  |  |       |
|                  | 1   |     | 1   |     |     |     |     | 172.00    |  |  |  |       |
| 1                | 1   | 1   |     | 1   | 1   |     | 1   | 204.00    |  |  |  |       |
| 5                | 5   | 5   | 5   | 5   | 5   | 5   | 5   | 2880.00   |  |  |  |       |
|                  | 1   |     | 1   |     |     |     |     | 660.00    |  |  |  |       |
| 1                |     |     | 1   |     |     |     |     | 250.00    |  |  |  |       |
| 1                |     |     | 1   |     |     |     |     | 624.00    |  |  |  |       |
| 1                | 1   |     | 1   |     |     |     |     | 276.00    |  |  |  |       |
| 1                |     |     | 1   |     |     |     |     | 144.00    |  |  |  |       |
|                  |     |     |     |     |     |     |     | 300.00    |  |  |  |       |
| 1                |     | 1   | 1   |     | 1   | 1   |     | 256.00    |  |  |  |       |
|                  |     | 1   |     |     |     |     |     | 1800.00   |  |  |  |       |
|                  | 1   | 1   |     |     | 1   |     | 1   | 1240.00   |  |  |  |       |
| 1                |     |     |     |     |     |     |     | 1680.00   |  |  |  |       |
|                  | 1   |     | 1   |     |     | 1   | 1   | 210.00    |  |  |  |       |
|                  |     |     |     |     |     |     |     | 45.00     |  |  |  |       |
| 1                |     | 1   |     | 1   |     | 1   |     | 24600.00  |  |  |  |       |
|                  | 1   | 1   |     | 1   |     | 1   |     | 24000.00  |  |  |  |       |
| 1                | 1   | 1   |     | 1   |     | 1   |     | 51600.00  |  |  |  |       |
|                  |     |     |     |     |     |     |     | 134417.00 |  |  |  |       |

10040006.53247

| ITEM NO. | DESCRIPTION                            | REQN NO. | UNIT MEASURE | QTY   | UNIT COST | TOTAL COST | 1ST QTR | 2ND QTR |
|----------|--|----------|--------------|-------|-----------|------------|---------|---------|
| 1        | ALCOHOL, RUBBING, 70% 500ML CLEEN      | 13-064   | BOTTLE       | 10.00 | 38.22     | 382.20     |         |         |
| 2        | BATHROOM SOAP, REGULAR SIZE            | 13-203   | PIECE        | 41.00 | 21.33     | 874.53     |         |         |
| 3        | BLADE, heavy duty cutter, 10           | 13-203   | PACKET       | 10.00 | 8.00      | 80.00      |         |         |
| 4        | CALCULATOR, COMPACT ELECTRONIC         | 13-064   | EACH         | 2.00  | 155.88    | 311.76     |         |         |
| 5        | CALCULATOR, COMPACT ELECTRONIC         | 13-203   | EACH         | 1.00  | 145.29    | 145.29     |         |         |
| 6        | CALCULATOR, COMPACT ELECTRONIC         | 14-101   | EACH         | 1.00  | 145.18    | 145.18     |         |         |
| 7        | CLIP, DOUBLE/BINDER, 19MM              | 13-064   | BOX          | 6.00  | 7.58      | 45.48      |         |         |
| 8        | CLIP, DOUBLE/BINDER, 19MM              | 14-032   | BOX          | 12.00 | 6.80      | 81.60      |         |         |
| 9        | CLIP, BACKFOLD 25MM., 12 PCS/BOX       | 13-064   | BOX          | 6.00  | 10.95     | 65.70      |         |         |
| 10       | CLIP, BACKFOLD 25MM., 12 PCS/BOX       | 13-203   | BOX          | 2.00  | 10.92     | 21.84      |         |         |
| 11       | CLIP, BACKFOLD 25MM., 12 PCS/BOX       | 14-032   | BOX          | 12.00 | 10.92     | 131.04     |         |         |
| 12       | CLIP, BACKFOLD 32MM(1-1/4)12 PCS BOX   | 14-033   | BOX          | 12.00 | 16.74     | 200.88     |         |         |
| 13       | COMPACT DISC REWRITABLE                | 13-064   | PIECE        | 30.00 | 16.07     | 482.10     |         |         |
| 14       | COMPACT DISK RECORDABLE                | 13-064   | PIECE        | 60.00 | 9.88      | 592.80     |         |         |
| 15       | COMPACT DISK RECORDABLE                | 14-101   | PIECE        | 30.00 | 10.40     | 312.00     |         |         |
| 16       | COMPACT FLUORESCENT LIGTH(CFL) 18 W    | 13-064   | PIECE        | 6.00  | 103.79    | 622.74     |         |         |
| 17       | COPY HOLDER, clamp type, CH            | 13-203   | EACH         | 3.00  | 298.48    | 895.44     |         |         |
| 18       | CORRECTION TAPE,                       | 14-101   | ROLL         | 13.00 | 12.11     | 157.43     |         |         |
| 19       | CORRECTION TAPE,                       | 14-033   | ROLL         | 15.00 | 12.11     | 181.65     |         |         |
| 20       | CUTTER, heavy duty, WB                 | 13-203   | EACH         | 4.00  | 29.41     | 117.64     |         |         |
| 21       | DATA FOLDER, 3" X 9" X 15"             | 13-203   | PIECE        | 15.00 | 68.75     | 1,031.25   |         |         |
| 22       | DOCUMENT CAMERA 3.2 MEGAPIXEL          | 14-108   | UNIT         | 1.00  | *,***,**  | 23,920.00  |         |         |
| 23       | DUST PAN, NON-RIGID PLASTIC            | 13-203   | EACH         | 1.00  | 25.75     | 25.75      |         |         |
| 24       | DVD REWRITABLE 4X SPEED 4.7GB MAXELL   | 13-202   | PIECE        | 1.00  | 20.99     | 20.99      |         |         |
| 25       | DVD REWRITABLE 4X SPEED 4.7GB MAXELL   | 13-203   | PIECE        | 53.00 | 19.89     | 1,054.17   |         |         |
| 26       | DVD REWRITABLE 4X SPEED 4.7GB MAXELL   | 14-101   | PIECE        | 10.00 | 19.89     | 198.90     |         |         |
| 27       | ELECTRICAL TAPE, CROCCODILE            | 13-203   | ROLL         | 11.00 | 17.80     | 195.80     |         |         |
| 28       | ENVELOPE, DOCUMENTARY, A4 SIZE         | 13-064   | BOX          | 0.80  | 311.80    | 249.44     |         |         |
| 29       | ENVELOPE, DOCUMENTARY, 10"X15"500S     | 13-064   | BOX          | 0.60  | 545.48    | 327.29     |         |         |
| 30       | ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE | 14-101   | BOX          | 2.00  | 600.88    | 1,201.76   |         |         |
| 31       | FLASH DRIVE 16GB USB 2.0 PORT          | 13-203   | PIECE        | 6.00  | 504.40    | 3,026.40   |         |         |
| 32       | FLASH DRIVE 16GB USB 2.0 PORT          | 14-101   | PIECE        | 5.00  | 392.77    | 1,963.85   |         |         |
| 33       | FLASH DRIVE 16GB USB 2.0 PORT          | 14-033   | PIECE        | 8.00  | 504.40    | 4,035.20   |         |         |
| 34       | FLOOR WAX, PASTE TYPE RED 2KG/CAN      | 13-202   | CAN          | 2.00  | 285.00    | 570.00     |         |         |
| 35       | FOLDER, CLEAR A4                       | 14-033   | PACKAGE      | 3.00  | 157.38    | 472.14     |         |         |
| 36       | FOLDER, CLEAR LEGAL                    | 13-203   | PACKAGE      | 3.00  | 186.88    | 560.64     |         |         |
| 37       | FOLDER, CLEAR LEGAL                    | 14-033   | PACKAGE      | 3.00  | 186.38    | 559.14     |         |         |

| ITEM NO. | DESCRIPTION                          | REQN NO. | UNIT MEASURE | QTY   | UNIT COST | TOTAL COST | 1ST QTR | 2ND QTR |
|----------|--------------------------------------|----------|--------------|-------|-----------|------------|---------|---------|
| 38       | FOLDER, FILE, TB LEGAL SIZE 100/BOX  | 13-064   | PACKAGE      | 3.00  | 236.08    | 708.24     |         |         |
| 39       | FOLDER, FILE, TB LEGAL SIZE 100/BOX  | 14-101   | PACKAGE      | 3.00  | 273.52    | 820.56     |         |         |
| 40       | FOLDER, FILE, TB A4 SIZE 100PC/PACK  | 14-033   | PACKAGE      | 3.00  | 200.68    | 602.04     |         |         |
| 41       | FOLDER, plastic, LEGAL SIZE 12/PACK  | 13-203   | PACKAGE      | 1.00  | 174.29    | 174.29     |         |         |
| 42       | FUSE, 60 amperes, Eagle              | 13-203   | EACH         | 8.00  | 7.95      | 63.60      |         |         |
| 43       | GLUE, ALL PURPOSE, 300 GRAMS         | 14-101   | JAR          | 3.00  | 47.74     | 143.22     |         |         |
| 44       | INDEX CARD, RBS, 5" X 8" 500/PACK    | 13-203   | PACKAGE      | 2.00  | 46.44     | 92.88      |         |         |
| 45       | INDEX TAB, SELF-ADHESIVE, CLEAR ONLY | 13-203   | BOX          | 3.00  | 52.03     | 156.09     |         |         |
| 46       | LEAD, for mechanical pencil,         | 13-203   | PACKET       | 2.00  | 4.66      | 9.32       |         |         |
| 47       | MARKING PEN, PERMANENT, BLUE         | 14-032   | EACH         | 12.00 | 11.84     | 142.08     |         |         |
| 48       | MARKING PEN, WB, BLUE                | 13-203   | EACH         | 38.00 | 12.27     | 466.26     |         |         |
| 49       | MARKING PEN, WB, BLUE                | 14-032   | EACH         | 12.00 | 12.27     | 147.24     |         |         |
| 50       | NOTE PAD POST IT 2"X 3"              | 14-033   | PAD          | 15.00 | 31.49     | 472.35     |         |         |
| 51       | NOTE PAD, POST-IT 3"X3"              | 14-033   | PAD          | 15.00 | 36.13     | 541.95     |         |         |
| 52       | NOTE PAD, POST-IT 3"X4"              | 13-203   | PAD          | 12.00 | 48.82     | 585.84     |         |         |
| 53       | NOTE PAD, POST-IT 3"X4"              | 14-033   | PAD          | 15.00 | 48.82     | 732.30     |         |         |
| 54       | NOTEBOOK, STENOGRAPHER               | 13-203   | EACH         | 3.00  | 8.11      | 24.33      |         |         |
| 55       | OIL, multi-purpose                   | 13-203   | BOTTLE       | 3.00  | 28.34     | 85.02      |         |         |
| 56       | PAPER CLIP, GEM TYPE, JUMBO          | 13-203   | BOX          | 88.00 | 14.05     | 1,236.40   |         |         |
| 57       | PAPER CLIP, GEM TYPE, 32MM, 100S     | 13-203   | BOX          | 37.00 | 6.64      | 245.68     |         |         |
| 58       | PAPER FASTENER, METAL APPLE          | 14-101   | BOX          | 5.00  | 61.89     | 309.45     |         |         |
| 59       | PAPER, MULTICOPY, A4, 80GSM          | 13-064   | REAM         | 60.00 | 116.03    | 6,961.80   |         |         |
| 60       | PAPER, MULTICOPY, A4, 80GSM          | 14-101   | REAM         | 30.00 | 118.46    | 3,553.80   |         |         |
| 61       | PAPER, MULTICOPY, A4, 80GSM          | 14-031   | REAM         | 50.00 | 117.91    | 5,895.50   |         |         |
| 62       | PAPER, MULTICOPY, A4, 80GSM          | 14-032   | REAM         | 80.00 | 117.91    | 9,432.80   |         |         |
| 63       | PAPER, MULTICOPY 80GSM, LEGAL        | 13-064   | REAM         | 5.00  | 126.85    | 634.25     |         |         |
| 64       | PENCIL, mechanical, for 0.5mm        | 13-203   | EACH         | 2.00  | 18.72     | 37.44      |         |         |
| 65       | PENCIL, LEAD, WOODEN                 | 13-203   | BOX          | 3.00  | 24.83     | 74.49      |         |         |
| 66       | PUNCHER, heavy duty, Prince          | 13-203   | EACH         | 3.00  | 91.78     | 275.34     |         |         |
| 67       | PUNCHER, heavy duty, Prince          | 14-101   | EACH         | 1.00  | 91.78     | 91.78      |         |         |
| 68       | RECORD BOOK, 300 pages               | 13-203   | EACH         | 26.00 | 51.61     | 1,341.86   |         |         |
| 69       | RING BINDER, 19MM X 1.12METERS       | 13-203   | BUNDLE       | 7.00  | 10.74     | 75.18      |         |         |
| 70       | RULER, PLASTIC, 300MM (12"),         | 13-064   | EACH         | 6.00  | 2.79      | 16.74      |         |         |
| 71       | SCISSORS, 158MM MIN. LENGTH          | 13-064   | EACH         | 6.00  | 15.59     | 93.54      |         |         |
| 72       | SCISSORS, 158MM MIN. LENGTH          | 13-203   | EACH         | 1.00  | 15.53     | 15.53      |         |         |
| 73       | SIGN PEN, HIGH TECH PEN, BLACK       | 13-064   | EACH         | 12.00 | 41.48     | 497.76     |         |         |
| 74       | SIGN PEN, HIGH TECH PEN, BLACK       | 13-203   | EACH         | 24.00 | 44.12     | 1,058.88   |         |         |
| 75       | SIGN PEN, HIGH TECH PEN, BLACK       | 14-101   | EACH         | 12.00 | 45.91     | 550.92     |         |         |



| ITEM NO. | DESCRIPTION                         | REQN NO. | UNIT MEASURE | QTY   | UNIT COST | TOTAL COST | 1ST QTR | 2ND QTR |
|----------|-------------------------------------|----------|--------------|-------|-----------|------------|---------|---------|
| 76       | SIGN PEN, HIGH TECH PEN, BLACK      | 14-032   | EACH         | 24.00 | 44.14     | 1,059.36   |         |         |
| 77       | SIGN PEN, HIGH TECH PEN, BLUE       | 13-064   | EACH         | 12.00 | 41.37     | 496.44     |         |         |
| 78       | SIGN PEN, HIGH TECH PEN, BLUE       | 14-101   | EACH         | 12.00 | 45.84     | 550.08     |         |         |
| 79       | SIGN PEN, HIGH TECH PEN, BLUE       | 14-032   | EACH         | 24.00 | 44.15     | 1,059.60   |         |         |
| 80       | SIGN PEN, RED                       | 13-064   | EACH         | 6.00  | 41.48     | 248.88     |         |         |
| 81       | SIGN PEN, RED                       | 13-203   | EACH         | 10.00 | 42.54     | 425.40     |         |         |
| 82       | SIGN PEN, RED                       | 14-101   | EACH         | 5.00  | 42.54     | 212.70     |         |         |
| 83       | SIGN PEN, RED                       | 14-032   | EACH         | 24.00 | 42.54     | 1,020.96   |         |         |
| 84       | STAPLE REMOVER, JOY BRAND           | 13-064   | EACH         | 3.00  | 17.11     | 51.33      |         |         |
| 85       | STAPLE WIRE, STANDARD               | 13-203   | BOX          | 2.00  | 21.84     | 43.68      |         |         |
| 86       | STAPLE WIRE, STANDARD               | 14-033   | BOX          | 10.00 | 21.83     | 218.30     |         |         |
| 87       | STAPLER, STD TYPE                   | 13-064   | EACH         | 6.00  | 112.11    | 672.66     |         |         |
| 88       | STAPLER, STD TYPE                   | 14-101   | EACH         | 1.00  | 99.26     | 99.26      |         |         |
| 89       | STARTER, 4-40W                      | 13-203   | EACH         | 60.00 | 3.59      | 215.40     |         |         |
| 90       | TAPE, adding machine, 2-1/4"        | 13-203   | ROLL         | 2.00  | 9.73      | 19.46      |         |         |
| 91       | TAPE, masking, 1" CROCODILE         | 13-064   | ROLL         | 7.00  | 47.84     | 334.88     |         |         |
| 92       | TAPE, masking, 1" CROCODILE         | 14-032   | ROLL         | 12.00 | 49.92     | 599.04     |         |         |
| 93       | TAPE, packaging, 48mm ARMAK         | 13-064   | ROLL         | 5.00  | 30.99     | 154.95     |         |         |
| 94       | TAPE, packaging, 48mm ARMAK         | 14-032   | ROLL         | 12.00 | 30.99     | 371.88     |         |         |
| 95       | TAPE, transparent, 24mm 1" TAPE ALL | 13-064   | ROLL         | 10.00 | 15.39     | 153.90     |         |         |
| 96       | THERMAL PAPER, 216MMX30M,0.3M       | 14-101   | ROLL         | 5.00  | 34.04     | 170.20     |         |         |
| 97       | THERMAL PAPER, 216MMX30M,0.3M       | 14-033   | ROLL         | 12.00 | 37.68     | 452.16     |         |         |
| 98       | TOILET TISSUE, 12 ROLLS/PACK        | 13-202   | PACK         | 3.00  | 61.15     | 183.45     |         |         |
| 99       | TWINE, PLASTIC, 1 KILO PER ROLL     | 13-203   | ROLL         | 1.00  | 43.13     | 43.13      |         |         |
|          |                                     |          |              |       |           | 92,483.87  |         |         |

NOTE: The data in this report is based on Dec 2013-Nov 2014 issuances. Please reflect the necessary changes, and return to the System SPMO for consolidation before July 30, 2014.

PREPARED BY:

APPROVED:

WILFREDO D. MARTILLO  
Purchaser

ISAGANI L. BAGUS  
Acting Chief, System SPMO